

## July 14, 2022 - Legal Analyst, Legal & Government Affairs SMUD

### Introduction

SMUD is seeking a collaborative, motivated professional to provide legal service to staff counsel, manage complex document production efforts, support legal and regulatory filings, conduct research and draft documents. A current need is for support in labor and employment litigation and counseling. This position will involve communication across the enterprise and with the public and will involve a wide range of legal and policy issues. We are a diverse team with high professional standards that are committed to providing ethical, efficient, and courteous service.

**You must clearly demonstrate, on your resume, that you possess the knowledge, skills and experience required in the minimum qualifications listed in this posting.**

### Purpose

To support and aid individual lawyers or legal teams. Conduct legal research, assemble legal documents, records, and evidence, maintain databases and tracking systems, and track, organize, assess and file documents.

### Nature & Scope:

This is a fully independent/journey level/subject matter level resource in a relevant professional discipline; works independently on projects of moderate complexity; exercises independent judgment and discretion.

### Position Type

Regular - Full Time

### Posting Type

Open

### Req ID

4835BR

### No. of Openings

1

### Pay Scale Group

PAS0052O

### Dept. Contact (First & Last) and ext.

Joe Schofield

### Base Salary Annual Low

\$88,142

### Base Salary Annual High

\$116,720

### Selection Process

Initial Review, Qualifications Interview, Follow-Up Interview, Reference Check, Background Check

### Will an eligibility list be created from this job posting?

Yes

## Major Duties & Responsibilities

- ◆ Assist SMUD legal department as needed in responding to internal customer requests for guidance, assistance, and oversight.
- ◆ Research, assess, suggest improvements to, and apply SMUD policy and procedures and its Rates, Rules, and Regulations.
- ◆ Conduct research into legal regulatory processes and gather related legal information. Compile and manage substantial document production and retention efforts in support of litigation and regulatory processes.
- ◆ Evaluate laws, rulings and regulations as needed in support of document production and as otherwise needed to support attorneys.
- ◆ Coordinate and negotiate production deliverables with outside parties and opposing counsel.
- ◆ Serve as main point of contact with members of the public requesting documents. Draft subpoena and discovery responses.
- ◆ Daily record keeping with electronic and physical filing of documents.
- ◆ Synthesize and organize information and create reference tools for easy use by the team. Serve as a point of contact for internal business teams seeking legal or regulatory support. Maintain and update databases and tracking systems.
- ◆ Other related duties as assigned.

## Minimum Qualifications

**Education:** High school diploma or equivalency and Completion of an accredited two year paralegal studies curriculum or, two years of paralegal experience.

**Experience:** Five or more (5+) years of progressively relevant legal or paralegal support experience or other closely related experience.

## Knowledge Of:

- ◆ Legal procedures: legal and regulatory agency rules, requirements, terminology, and procedures related to the preparation, composition.
- ◆ Filing of legal materials, documents and forms;
- ◆ Local rules of court for filing documents for other courts and agencies at which SMUD Attorneys may appear
- ◆ Legal references and their contents;
- ◆ Principles and practices of legal support functions related to SMUD's operations California public records act
- ◆ Legal terminology, forms, documents and procedures used in composing, processing, and filing a variety of legal and regulatory documents and reports.
- ◆ Methods of legal research and analysis and legal writing and document preparation. Pertinent local, State and Federal laws, ordinances and rules; applicable court rules, deadlines, and related requirements; and applicable regulatory filing requirements. Modern office equipment and systems, including word processing, spreadsheet, and database applications, and automated records management systems.
- ◆ English usage, spelling, punctuation, and grammar.

## **Skill To:**

- ◆ Think analytically with strong theoretical and research proficiencies. Comprehend and interpret legal documents.
- ◆ Accurate organizational skills and detail oriented. Work under pressure and meet strict deadlines. Work independently and as part of a team.
- ◆ Remain calm under pressure and in conflict situations.
- ◆ Proficiently utilize Microsoft Office, Lexis-Nexis, PACER, Westlaw and other legal research sites.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative relations with those contacted in the course of work. Coordinate with other work groups to accomplish tasks

## **Licenses/Certificates**

- ◆ Paralegal certification

## **Physical Requirements**

Applicants must be able to perform the essential job functions with or without a reasonable accommodation.

The health and wellbeing of our employees and our community is our top priority. SMUD follows CDC guidance and adheres to all local, county and state orders. To this end, if you are scheduled to come on a SMUD campus, you will need to monitor your health (ensuring your temperature is below 100.4° and you're free of COVID-19 symptoms), wear a face covering, and adhere to social distancing guidelines.

## **Additional Posting Info for Candidate**

### **Sacramento Municipal Utility District (SMUD) - Who We Are**

As the nation's sixth-largest community-owned electric service provider, we're proud of our reputation as one of the best places to work in Sacramento. Our employees tell us in our engagement surveys they're "Happy, satisfied and engaged" which helps create a workplace that best serves our customers.

Sacramento was named as the 2nd happiest place to work in America by Forbes Magazine. Lake Tahoe, San Francisco and the world-renowned Napa Valley are within easy driving distance of our locations.

### **California Equal Pay Act**

Diversity, equity and inclusion (DE&I) are a part of who we are and how we do things. Supporting efforts that promote pay equality is part of that. Salary placement for the selected candidate will be determined in alignment with the California Equal Pay Act or the applicable MOU. Determination for salary placement of internal candidates will be made without respect to

current classification or compensation, and will be based upon the candidate's qualifications as compared to those performing substantially similar work. In the event there is a guaranteed pay progression outlined in an applicable MOU, the MOU takes precedence.

### **Our Commitment to Diversity & Inclusion**

SMUD respects, values and celebrates the unique attributes, characteristics and perspectives that make each person who they are. Diversity and inclusion are guiding principles to deliver a culture that reflects the broader values of the community and our customers. Our Board's policy for Employee Relation sets our commitment to developing and maintaining a high quality, inclusive workplace that engages and inspires employees to commit to SMUD's purpose, vision and values.

### **Why Sacramento, California?**

The capitol of California, Sacramento is the state's sixth-largest city, and the 35th largest in the U.S. Local universities include California State University, University of the Pacific's McGeorge School of Law, and the University of California, Davis and several competitive community colleges. The UC Davis Medical Center, a world-renowned research hospital, is one of more than a dozen hospitals and shared services centers in the Sacramento region. Part of the agriculturally rich Central Valley, Sacramento is at the forefront of the farm-to-fork food movement. Northern California is home to some of the country's top technology companies, including Google and LinkedIn, and a multitude of startups in many industries. Sacramento is home to the NBA Kings, the River Cats (AAA baseball), the Republic FC (soccer) and the San Francisco Giants, NBA Warriors and NFL 49er's aren't far away. Sacramento offers an affluent liberal arts community with Broadway, Mondavi Center, Crocker Museum and summer musical theater to name a few.

**To apply, please visit: [smud.org/careers](https://smud.org/careers)**

### **Job Expires**

26-Jul-2022