



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Attorney III
- **Working Title:** Telework Option - Attorney III
- **Salary:** \$9,976.00 – 12,798.00 per month
- **Final Filing Date:** 06/13/22
- **Work Type/Schedule:** Permanent Full time
- **Location:** Sacramento County

### Description:

**This position is eligible for hybrid telework under Government Code 14200 for eligible applicants residing in California.**

Under the general direction of the Assistant Chief Counsel, the Attorney III independently provides legal advice and performs the more complex and sensitive legal assignments in connection with the variety of unique housing programs administered by the Department's divisions, with an emphasis on the Department's Infill Infrastructure Grant Programs. Federal Division of Financial Assistance, State Division of Financial Assistance and Housing Policy Development Division.

### Desirable Qualifications:

- Demonstrated ability to work in a fast-paced, challenging work environment requiring quick turnarounds to meet established deadlines.
- Demonstrated analytical skills, including the ability to use good judgment when analyzing data and situations, draw sound conclusions, and take effective action.
- Working knowledge of legal documents and related material.
- Excellent oral and written communication skills and the ability to interact with individuals in different professional roles and at different levels.
- Ability to handle multiple assignments with accuracy, to prioritize work, meet deadlines and to work effectively, independently, or in a team environment.
- Demonstrated proficiency in using Microsoft Word, Excel and Outlook.
- Experience using e-document discovery software such as Westlaw, Lexis/Nexis, etc.

Please click [here](#) to apply.