

## **CalSTRS: Securing the financial future and sustaining the trust of California's educators**

CalSTRS is the largest educator-only pension fund in the world, providing retirement, disability and survivor benefits to California's more than 1 million public school educators and their families. Named as one of the best places to work in money management eight times by Pensions & Investments magazine, we are a world-class financial services institution with a commitment to sustainability and wellness.

Our two U.S. Green Building LEED Platinum-certified headquarters buildings in West Sacramento, California, feature sustainable construction, abundant natural lighting, an organic garden, sustainable beekeeping, and ergonomic functionally designed workspaces. We offer a variety of on-site amenities to our team members, including two full-service cafés, two free fitness centers, a bicycle rental library and a childcare center with a covered playground. Team members enjoy walks along the Sacramento River and nearby seasonal farmers markets.

In addition to our state-of-the-art amenities, we offer thriving wellness and sustainability programs, an award-winning employee recognition program, and ongoing training, learning and development opportunities. We offer competitive benefits, flexible work hours and hybrid work options. We are committed to creating a workplace where our team members thrive.

If you're looking for a rewarding career and are interested in becoming part of a diverse and inclusive workforce where talent, expertise and wellness are valued, we encourage you to find out more about our many career options at [CalSTRS.com/about-CalSTRS](https://www.calstrs.com/about-calstrs).

**Job Code #:** JC-435869

**Position #(s):**  
815-102-5795-017

**Working Title:** Legal Ethics & Accountability Attorney

**Classification:** ATTORNEY III  
\$10,536.00 - \$13,526.00 A

**# of Positions:**

**Work Location:** Yolo County

**Telework:** Hybrid

**Job Type:** Permanent, Full Time

## Job Description and Duties

**\*THIS POSITION REQUIRES AN ACTIVE MEMBERSHIP WITH THE CALIFORNIA STATE BAR.**

The CalSTRS Office of the General Counsel Division is seeking a motivated individual to work as a Legal Ethics & Accountability Attorney III in the Office of Legal Ethics & Accountability.

Under the direction of the Teachers' Retirement Board and the administrative direction of the Chief Executive Officer, the Office of the General Counsel provides advice on legal issues as they affect the overall programs and policies of California State Teachers Retirement System (CalSTRS), manages CalSTRS legal program, and represents the System in litigation, appeals, and other legal matters.

The Office of the General Counsel is comprised of multiple highly visible and complex business areas: Office of Legal Ethics & Accountability, Enterprise Information Management & Legal Operations, Information Security Office, Legal Services, Investment Counsel, and Litigation Services.

The Office of Legal Ethics & Accountability (OLEA) monitors and maintains compliance functions at CalSTRS in accordance with applicable laws and policies. OLEA ensures organization compliance with the Political Reform Act of 1974 and other compliance requirements, including, but not limited to, Form 700, Form 600-H, Form 600-J and State-mandated Ethics Training. In addition, OLEA coordinates and responds to Public Records Act requests, Information Practices Act requests, Citizen Complaint Act requests and subpoenas with the assistance of associated business area(s). OLEA reviews, investigates, assists, and responds to Ethics Hotline reports and provides general guidance to the CalSTRS Board and staff members in an effort to avoid any actual, potential or perceived conflict of interest.

Under general direction of the General Counsel the Attorney III will act as the Legal Ethics & Accountability Attorney and operates at the full journey level and is responsible to consult with and advise internal and external stakeholders and business partners concerning laws, regulations, standards, and guidelines associated with ethics and compliance. The Attorney III works in partnership with the Attorney V to support the OLEA strategies and objectives, which may include receiving direction from the senior level attorney.

The ideal candidate will possess the following skills:

- Ability to communicate effectively, both orally and in writing, with all levels of staff and management
- Strong organizational skills, ability to set priorities, effectively manage multiple projects, and meet deadlines within challenging and strict time constraints

- Demonstrated ability to analyze complex problems, draw sound conclusions, and make clear and concise recommendations
- Exhibits professional demeanor, and the ability to establish and maintain cooperative relations
- Ability to be a positive team player who represents CalSTRS core values
- Highly motivated self-starter with a strong work ethic and a high degree of integrity

Every 12 months, based on performance evaluation, employees may receive a 5% salary increase until they reach the maximum salary for the position.

**Telework Information:** We offer a hybrid approach including in-office and remote work solutions with staff working on-site at our Headquarters in West Sacramento 2 days per week.

Does this opportunity seem right for you? If so, see the **Application Instructions** section below and apply now.

You will find additional information about the job in the [Duty Statement](#).

## Working Conditions

All staff of CalSTRS are employees of the State of California and subject to California employment taxes and withholdings. Upon appointment, staff are required to provide a current California address to CalSTRS Human Resources to be used as a remote work location.

This position is not eligible for visa sponsorship. Applicants must be authorized to work in the US without the need for visa sponsorship by the start date of employment with CalSTRS.

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [ATTORNEY III](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

