

## GENERAL ATTORNEY – GS-0905

### SALLY MURDOCK

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US Citizen

Veteran's Preference: N/A

Highest Previous Grade: GS-0905-12/4, 09/1999 to 02/2004

Security Clearance: N/A

### PROFESSIONAL PROFILE

Highly innovative and results-oriented Attorney with exceptional professional achievements. Superior analytical and legal research skills with ability to evaluate pertinent facts and apply applicable law to those facts. Established ability to manage controversial issues with demonstrated skill in investigating, evaluating and resolving complex problems. Extensive experience in researching and interpreting legal sources and references. Proficient in litigation strategy with broad experience in presenting testimony and complex arguments Outstanding interpersonal skills; effectively communicate with a wide variety of individuals with diverse backgrounds. Adept at written communication, including the drafting of memoranda of law, pretrial documents, pleadings, briefs, and other legal documents; detail oriented with high quality standards.

### PROFESSIONAL HISTORY

05/2004 to present, SOLE PRACTITIONER / CONSULTANT, Law Offices of Sally Murdock Sacramento, CA, 30 hours per week, fee for service – approximately \$60,000 per year.

PRIVATE PRACTICING ATTORNEY, PROVIDING A BROAD SPECTRUM OF GENERAL LEGAL SERVICES, ASSISTANCE AND ADVICE, using sound level of professional legal knowledge and the ability to apply legal concepts to specific cases: represent individuals with disabilities in federal, state and local forums regarding educational, employment and benefit matters; have worked as counsel/consultant for several law firms. Serve as advisor to several not-for-profit entities: prepare corporation documents, bylaws and 501(c)(3) documents; perform budget forecasting and grant writing.

PERFORM RESEARCH, ANALYSIS AND INTERPRETATION. INDEPENDENTLY CONDUCT LEGAL RESEARCH using Westlaw, LexisNexis and other automated tools on complex factual, legal and policy issues; interpret and apply statutes, laws, directives, regulations, policies, administrative rulings and court decisions; research regulations, legal precedents and case law. Assemble, correlate and analyze voluminous material. Draw logical conclusions and formulate/RENDER LEGAL OPINIONS AND SUBSTANTIVE RECOMMENDATIONS, both written and oral, based on sound legal positions.

**PERFORM LITIGATION STRATEGY AND MANAGEMENT.** Provide legal advice and guidance on litigation strategy, discovery and evidentiary issues; **EVALUATE QUALITY OF TESTIMONY AND DOCUMENTARY EVIDENCE TO BE PRESENTED AT HEARINGS/TRIALS.** Analyze the factual and legal issues presented to determine what further facts are needed and what legal sources are applicable. Draft memoranda of law and pretrial documents associated with federal litigation issues such as standing and jurisdiction on behalf of other practitioners. Formulate motions and interrogatories. **PREPARE APPROPRIATE PLEADINGS, BRIEFS AND DISCOVERY DOCUMENTS. CREATE LITIGATION REPORTS,** settlement memoranda and appeal recommendations. Participate in alternative dispute resolution.

**PERFORM CASE MANAGEMENT.** Track suspense dates; meet short deadlines and function effectively in time-sensitive situations.

**USE EXCEPTIONAL COMMUNICATION AND INTERPERSONAL SKILLS** in the performance of duties. Interview clients and provide valuable legal advice via oral briefings. Prepare and deliver persuasive communication, including all case communications; present complex arguments in real time before public committees, government officials, other professionals, mediators, arbitrators and the judiciary. Communicate effectively to convey legal positions and their basis to a wide range of audiences with diverse backgrounds and varied levels of education, expertise or understanding.

**REGULARLY DRAFT, REVIEW AND EXECUTE COMPLEX LEGAL DOCUMENTS AND CORRESPONDENCE** that require a high order of original and creative thought; **COMMUNICATE IN WRITING CLEARLY AND CONCISELY ON LEGAL MATTERS.** Draft comments with regard to proposed regulatory changes and advise entities with regard to compliance with regulations particular to their industry. Draft memoranda of law, pretrial documents, motions, interrogatories, pleadings, briefs, discovery documents, litigation reports, settlement memoranda, appeal recommendations and other legal documents.

**USE AUTOMATED SOFTWARE** such as Word and Excel to prepare, analyze and process reports and complex legal documents. **CONDUCT LEGAL RESEARCH ELECTRONICALLY,** using Westlaw, LexisNexis and other automated tools.

#### **ACCOMPLISHMENTS:**

- + Have provided expert legal assistance and advice to numerous adults and children with disabilities regarding educational, employment, discrimination and benefit matters.
- + Worked as counsel/consultant for several law firms:
  - Law Offices of Adrian and Lewis, 05/2004 – 09/2006, Sacramento, IL: Prepared pleadings, memoranda of law and discovery documents concerning violations of the Americans With Disabilities Act. Prepared plaintiffs' litigation from the point of contact through all phases of litigation in matters related to personal injury, employment discrimination and access to places of public accommodation.

--Binder and Binder, 09/2004 – 02/2005. Drafted motions and memoranda of law associated with social security disability claims.

05/2009 to 12/2013, SENIOR STAFF ATTORNEY / FIELD ATTORNEY, Peters Associates, Oakland, CA. 50 hours per week, \$64,000 per year, Angela Graves, 209-333-7772, Contact: yes.

PROVIDED LEGAL SUPPORT TO LAW FIRM that offered legal counsel, advice and representation to assist clients in identifying and implementing the best options available for debt resolution. Assisted other field attorneys with litigation support, research and client support and worked with paraprofessional staff to assist in representation.

PERFORMED RESEARCH, ANALYSIS AND INTERPRETATION. INDEPENDENTLY CONDUCTED LEGAL RESEARCH using Westlaw, LexisNexis and other automated tools on complex legal issues regarding bankruptcy and other debt solutions; researched regulations, legal precedents and case law. Assembled, correlated and analyzed voluminous material. Drew logical conclusions and formulated/RENDERED LEGAL OPINIONS AND SUBSTANTIVE RECOMMENDATIONS.

PROVIDED LEGAL ADVICE AND GUIDANCE ON LITIGATION STRATEGY. Consulted with clients regarding strategic measures in litigation and settlements; determined proper debt resolution strategies and made referrals to Bankruptcy or Fair Debt Collection Practices Act (FDCPA) when appropriate. Researched and drafted litigation responses and related pleadings, briefs and memoranda on behalf of pro se litigation clients; prepared them for court appearances.

PERFORMED CASE MANAGEMENT AND CLIENT FILE AUDITS. Tracked suspense dates; met short deadlines and functioned effectively in time-sensitive situations. Performed quality audits of client files to determine if assigned negotiating or administrative staff were properly handling the file, and appropriately instructed and managed staff by phone and e-mail. Assisted with underwriting of client files.

USED EXCELLENT COMMUNICATION SKILLS in day-to-day operations. Displayed strong interpersonal skills in supporting field attorneys and office staff, providing legal advice and guidance, and sharing information. Assisted clients in obtaining compromises of their unsecured debt and negotiated compromises with creditors and creditor attorneys on behalf of clients. Handled escalated complaints from clients with legal issues.

#### ACCOMPLISHMENTS:

- + Established and maintained effective working relationships with field attorneys, providing timely and accurate legal advice and support.
- + Learned specialized system and became proficient in creating and working in a paperless environment.

09/1999 to 02/2004, ASSISTANT REGIONAL COUNSEL, GS-0905-12/4, Social Security Administration, Oakland, CA, 50 hours per week, \$69,000 per year, Lesley Luther, 209-965-3085, Contact: yes.

PROVIDED GENERAL LEGAL SERVICES, ASSISTANCE AND ADVICE to the Social Security Administration (SSA) related to the operation and administration of its various programs; using KNOWLEDGE OF GOVERNMENT LEGAL INTERESTS, worked with attorneys at the U.S. Department of Justice to represent SSA in civil actions brought against the Agency challenging its policies and procedures, the constitutionality of provisions of the Social Security Act, and benefit claim determinations.

PERFORMED RESEARCH, ANALYSIS AND INTERPRETATION. INDEPENDENTLY CONDUCTED LEGAL RESEARCH using Westlaw, LexisNexis and other automated tools in connection with cases pending before courts of original and appellate jurisdiction regarding civil actions brought against SSA; interpreted and applied statutes, laws, directives, regulations, policies, administrative rulings and court decisions; researched regulations, legal precedents and case law. Assembled, correlated and analyzed voluminous material. Drew logical conclusions and formulated/RENDERED LEGAL OPINIONS AND SUBSTANTIVE RECOMMENDATIONS. Researched and responded to Agency officials of assigned regional components regarding questions on the effect of provisions of proposed legislation or proposed changes in Agency policies or regulations.

PROVIDED LEGAL ADVICE AND GUIDANCE ON LITIGATION STRATEGY, using experience in the application of rules of evidence and civil and appellate procedure; evaluated quality of documentary evidence to be presented at hearings/trials. Analyzed factual and legal issues presented to determine what further facts were needed and what legal sources were applicable. Independently identified and briefed all issues raised by opposing counsel in cases assigned, including complex or novel issues involving statutory, regulatory and constitutional interpretations. Prepared legal documents for court actions of original and appellate jurisdiction.

EFFECTIVELY COMMUNICATED ORALLY AND IN WRITING TO EXPLAIN AND DEFEND POLICIES, present program and case information and brief peers and management with updates, conclusions/findings and recommendations. Provided persuasive communication regarding recommendations and potential outcomes. Responded to legal questions referred by Agency officials. Prepared legal documents such as notices, answers, motions, briefs, memoranda of law, requests for voluntary remand and more, for court actions of original and appellate jurisdiction. Reviewed decisions unfavorable to the Agency to determine whether to recommend appeal to a higher court. Used electronic computer systems and applications to prepare documents.

ACCOMPLISHMENTS: Effectively provided timely and accurate legal advice and assistance in connection with any legal action against the SSA regarding the operation and administration of its various programs under the Social Security Act.

#### PREVIOUS JOBS:

09/1994 to 09/1999 – Of Counsel, Simons & Adams: Practice specializing in litigation and mediation of disputes on behalf of children and adults with disabilities including special

education, public entitlements, employment, public access/accommodations; prepared oral arguments and briefs in federal action against State of California Board of Bar Examiners, and the resolution of family law matters, including child support, child custody and visitation. Prepared and presented testimony regarding special education and general education on state and local levels with specific emphasis placed on Individuals with Disabilities Education Act and State of California Chancellor's regulations implementing the statute.

06/1996 to 09/1997 – Case Manager/Attorney, Unique People Services: Selected new residents in two of four Individual Residential Alternative settings; one catered to elementary school children, the other impaired developmentally disabled women with children. Start up activities included arranging for appropriate educational and vocational services; acquiring state and federal disability benefits; and, customizing residential setting so it had a family atmosphere. Additional responsibilities included writing rehabilitation goals, teaching staff members how to perform the goals and evaluating individual client achievement; prepared written statements concerning each client's progress towards learning specific life skills.

02/1995 – 06/1996 – Case Manager / Attorney, Institute for Community Living, Chicago, IL: Responsible for Intermediate Care Facility documentation for 30 individuals. Liaison with day rehabilitation providers, clinical staff and physicians. Established, designed and evaluated individualized educational goals for each client and prepared quarterly reviews regarding progress. Taught direct care providers to instruct individuals in the attainment of life skills. Consultant with regard to adaptive equipment. Responsible for environmental safety standards and all on site audit procedures. Managed client funds and maintained benefits eligibility.

## AWARDS

Achievement in the Workplace Award, 1996, Technology Center, National Center for Disability Services

Dedicated Service Award, 1995, Tech Reach Regional Technology Center

California State Bar Associations Pro Bono Law Student Service Award 1993

Exemplary Public Service Award, 1991-92, National Association of Public Interest Law

## PROFESSIONAL TRAINING

Actions Before the Equal Employment Opportunities Commission and the Merit Systems Protection Board, 11/2002

Continuing Legal Education - Discovery Techniques and Depositions, 04/2001

Continuing Legal Education - Individuals With Disabilities Education Act, 04/2000

## EDUCATION

1993, JD, University of Law, Sacramento, CA, 85 semester hours, Major: Law, GPA: 2.74

## LICENSURES AND CERTIFICATIONS

Admitted to California State Bar, 03/1994