

**STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT
DUTY STATEMENT**

Employee Name	Classification Name Attorney	Position Number 326-410-5778-959
Division/Unit Legal Division/TBD	Date	PriorPos# (if applicable)

SUMMARY OF RESPONSIBILITIES

Under direction of an Assistant Chief Counsel, the Attorney supports the Legal Division's affirmative civil rights enforcement work by representing the Department in litigation brought under the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act, and other statutes in the Department's jurisdiction, and by providing other legal support for the Legal Division's operation. Duties of the Attorney I include, but are not limited to:

Description of Essential Functions:

- 35% Prosecute civil rights enforcement cases on behalf of the Department; support the Legal Division by handling litigation assignments from pre-suit investigation to case initiation, discovery, dispositive motion practice, and trial; conduct legal research and draft pleadings; implement litigation and alternative dispute resolution strategies.
- 30% Work with investigators, investigate administrative complaints by conducting and advising on investigative discovery.
- 30% Conduct legal research and draft legal opinion memoranda; analyze and research statutory claims, regulatory authority, and case law developments.

Marginal Functions:

- 5% Other job-related duties as required.

Desirable Qualifications:

- Knowledge of and experience with civil rights laws; litigation; public and administrative law; and laws, rules, and procedures governing the administrative and operational functions of state government.
- Knowledge of and experience with the development and implementation of policies and procedures.
- Ability to manage conflict and sensitive issues.
- Ability to use sound judgment.
- Ability to work with people, including opposing counsel, in a professional and civil manner.
- Commitment to public sector service.
- Ability to speak a second language (bilingual) or American Sign Language preferred.

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job:

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Requires occasional travel to attend meetings and trainings and to conduct depositions, trials, interviews, and mediations.

Supervision Received:

The Attorney I receives close supervision from their Assistant Chief Counsel and may receive direction from the Chief Counsel, Deputy Chief Counsel, and other Assistant Chief Counsels subject to case assignments.

Supervision Exercised:

None.

Administrative Responsibility:

Adheres to all applicable laws, rules, policies, and procedures of the Department, including directives from departmental management personnel.

Personal Contacts:

The Attorney I has daily contact with their Assistant Chief Counsel, Department attorneys, other members of the Legal Division, and Departmental management and staff.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in such information being released to unauthorized persons and/or incorrect information forming the basis for personnel management decisions.

I have read and understand the duties assigned as described above. I meet all job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Incumbent's Signature

Date

Supervisor's Signature

Date