



Duty Statement

DIVISION		CLASSIFICATION/ WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal		Attorney I/Staff Counsel	326-430-5778-XXX
UNIT/PROGRAM/SECTION		EFFECTIVE DATE	CBID
INCUMBENT		REPORTING LOCATION	IMMEDIATE SUPERVISOR
		Statewide	
POSITION DESCRIPTION			
Under direction of an Assistant Chief Counsel, the Attorney I 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.			
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
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; meet external and internal deadlines.		
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:			
%	TASK/DUTIES		
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.		
TYPICAL WORKING CONDITIONS			
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:			
<ul style="list-style-type: none"> • 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. 			



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TELEWORK DESIGNATION:		
As operationally allowed, a hybrid work schedule is available.		
DESIRABLE QUALIFICATIONS:		
<ul style="list-style-type: none"> • 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. • Ability to multi-task. • Openness to feedback and guidance from supervisors and managers. • Commitment to collaboration and promoting a supportive work culture. • 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. 		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE