

**DUTY STATEMENT**

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Employee Name: TBD	Current Date: TBD
Classification: Office Technician (General)	Position #: 673-110-1138-003
Division/Office: Executive Office	CBID: R04
Section: Legal Office	
Supervisor Name: Pippin Brehler	Supervisor Classification: Assistant Chief Counsel

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A.

Total number of positions in Section/Branch/Office for which this position is responsible: N/A.

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A.

MISSION OF SECTION: The primary role of the Legal Office is to provide the highest level of legal support to the Board Members, Executive Office, and staff of the California Air Resources Board (CARB) on variety of complex topics related to the control of air pollution (criteria pollutants, toxic air contaminants, and greenhouse gases implicated in global warming/climate change), including, but not limited to interpretation and implementation of State and federal administrative and environmental laws and regulations, litigation in conjunction with the Attorney General's Office, personnel matters, contracts, conflicts of interest, hearing procedures, and legislation. The Legal Office also maintains the primary responsibility for assisting technical staff in the development of regulations and the documentation necessary to support their promulgation. The Legal Office provides assistance and responds to questions from California's 35 local air pollution control districts and other public agencies.

CONCEPT OF POSITION: Under the general supervision of an Assistant Chief Counsel, the incumbent works directly with multiple attorneys, the Chief Counsel, and four Assistant Chief Counsels as well as various staff. The Legal Office maintains primary responsibility to ensure compliance with statutory requirements necessary for adoption of regulations and assists the Attorney General's Office with the defense and enforcement of these regulations.

The incumbent will perform a wide-variety of administrative assignments as a major portion of the position and perform related office work required in the preparation and processing of a variety of legal documents; and does other clerical work as required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	Perform a wide-variety of administrative duties: schedule and arrange meetings for attorneys; make travel arrangements and process travel claims using Concur and CalATERS; serve as point of contact for IT services for legal staff; assist in troubleshooting computers, programs, and office equipment; process and log all incoming settlement and miscellaneous checks, collect corresponding documents for accounting, and deliver checks to accounting; receive and screen a variety of telephone calls and visitors and answer a wide variety of inquiries and refer them to appropriate attorney or staff; serve as the division coordinator for telephone services, cubicle reconstructions, and office setups, including communicating plans and layouts to contractors; as needed, train affected staff with existing processes and procedures.

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25%-E	Prepare, process, and route a wide variety of legal documents, including but not limited to legal correspondence, petitions, pleadings, briefs, motions, legislation, and legal opinions; process inter-office and inter-agency memoranda and letters; maintain follow-up records relating to legal matters in process; track Board item materials and legal correspondence using the Legal Tracking System and SharePoint; gather and assemble documents for attorney cases; and receive personal service for CARB.
20%-E	Assist with overall processing and management of legal records within the Legal Office's file records room and State Records Center, including reviewing, updating, and maintaining existing system and cataloging all records designated for storage.
10%-E	Write, maintain, and update the Legal Office Admin Desk Procedure Manual and new employee Welcome Binders; maintain and update new-hire welcome packet information including necessary policies, procedures and trainings.
5%-E	Organize and maintain the electronic versions of the Legal Office legal opinions so attorneys can provide consistent and complete advice to CARB division staff and to the local air districts.
5%-M	Assist the Legal Office Coordinator with the Executive Office (EO) Annual Training Plan and track and maintain log of mandatory trainings for Legal Office staff; assist in developing and maintaining the training plan; coordinate with EO supervisors and leads on CARB's new training request policy; work closely with the Training Unit staff to manage the training requests.
5%-M	Attend CARB's monthly Board meetings in Sacramento and throughout the state; assist the Board Clerks in overseeing operations of the hearings; provide back-up assistance to the Board Administration and Regulatory Coordination Unit as needed.  Back up to the Assistant to the Chief Counsel.  Other duties as may be assigned.