

Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

DUTY STATEMENT
Attorney
Legal Division

Under the direction of a Principal Deputy Legislative Counsel, a Deputy Legislative Counsel (DLC) performs legal work and conducts legal research primarily in the context of assignments related to specific areas of law. Attorneys in Range A of the classification perform the least complex and difficult legal work, and attorneys in Range B independently perform legal work of average complexity and difficulty.

Classification: Attorney

Working Title: Deputy Legislative Counsel

Supervision Received: Reports directly to a Principal Deputy Legislative Counsel

Typical Physical Demands and Working Conditions: Typical cubicle or office environment. Use of computer and phone systems, standing or bending to file documents, and copy machine use.

Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding state holidays. DLCs are expected to work all hours as necessary to accomplish their assignments. Although DLCs will generally average a 40-hour work week, longer work hours may be required and DLCs may be required to be on standby during certain times of the year.

% of Time* **Duties Performed**

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| 60% | Researches, develops, and drafts legislative measures, and amendments to legislative measures, after conferring with or receiving direction from Members of the Legislature, legislative staff, the Governor, or other clients or authorized persons. |
| 30% | Researches, develops, and prepares formal oral or written legal opinions for, or provides informal oral legal advice and consultation to, Members of the Legislature, legislative staff, the Governor, and other clients or authorized persons on a variety of issues of average complexity, including legislative rules and procedures, legislative proposals, existing law and legal precedent, and how to accomplish desired statutory goals. |
| 10% | Performs other duties as required and in accordance with the scope and level of responsibility of a DLC, including appearing before legislative committees to provide legal advice on existing law or proposed legislation. |

*The percentage of time devoted to each task will vary depending on the DLC's assigned branch, time of year, and needs of the office.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

Employee Signature

Date

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DUTY STATEMENT
Attorney III
Legal Division

Under general direction of a Principal Deputy Legislative Counsel, a Deputy Legislative Counsel III (DLC III) serves as an experienced attorney who has developed the expertise necessary to capably perform complex and sensitive work with broad discretion and minimal supervision. A DLC III provides legal services primarily in the context of assignments relating to specific areas of law, including the duties listed below.

Classification: Attorney III

Working Title: Deputy Legislative Counsel III

Supervision Received: Reports directly to a Principal Deputy Legislative Counsel

Typical Physical Demands and Working Conditions: Typical cubicle or office environment. Use of computer and phone systems, standing or bending to file documents, and copy machine use.

Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding state holidays. Attorneys are expected to work all hours as necessary to accomplish their assignments. Although attorneys will generally average a 40-hour work week, longer work hours may be required and attorneys may be required to be on standby during certain times of the year.

% of Time* **Duties Performed**

50% Researches, develops, and drafts the more complex legislative measures, and amendments to legislative measures, after conferring with or receiving direction from Members of the Legislature, legislative staff, the Governor, or other clients or authorized persons.

30% Researches, develops, and prepares formal oral or written legal opinions for, or provides informal oral legal advice and consultation to, Members of the Legislature, legislative staff, the Governor, and other clients or authorized persons on a variety of issues, including legislative rules and procedures, legislative proposals, existing law and legal precedent, and how to accomplish desired statutory goals.

15% Reviews and approves drafts of proposed legislation to ensure work products meet the needs of the requester, are technically and legally accurate, reflect the style and philosophy of the Legislative Counsel, and are timely. Provides support, assistance,

and training to other attorneys in the legal division, and may be assigned to act in a lead capacity over other attorneys and staff.

5% Performs other duties as required and in accordance with the scope and level of responsibility of an Attorney III, which may include, but are not limited to, appearing before legislative committees to provide legal advice on existing law or proposed legislation.

*The percentage of time devoted to each task will vary depending on the DLC's assigned branch, time of year, and needs of the office.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

Employee Signature

Date



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DUTY STATEMENT
Attorney IV
Legal Division

Under general direction of a Principal Deputy Legislative Counsel (PDLC), a Deputy Legislative Counsel IV (DLC IV) serves as an experienced and highly knowledgeable attorney in the legal division of the Office of Legislative Counsel (OLC). A DLC IV is an expert in a broad or specialized area(s) of law and has demonstrated their ability to independently perform assignments consisting of the more difficult, complex, and sensitive legal work. Work at this level involves novel theories, emerging areas of law, legal specialization, and precedential significance. A DLC IV provides legal services primarily in the context of assignments relating to specific areas of law, including the duties listed below. A DLC IV may also act in a lead capacity over the work of other attorneys and staff, and assist with supervisory and management responsibilities.

Classification: Attorney IV

Working Title: Deputy Legislative Counsel IV

Supervision Received: Reports directly to a Principal Deputy Legislative Counsel

Typical Physical Demands and Working Conditions: Typical cubicle or office environment. Use of computer and phone systems, standing or bending to file documents, and copy machine use.

Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding state holidays. Attorneys are expected to work all hours as necessary to accomplish their assignments. Although attorneys will generally average a 40-hour work week, longer work hours may be required and attorneys may be required to be on standby during certain times of the year.

% of Time* **Duties Performed**

50% Researches, develops, and drafts difficult, complex, or sensitive legislative measures, and amendments to legislative measures, after conferring with or receiving direction from Members of the Legislature, legislative staff, the Governor, or other clients or authorized persons.

30% Researches, develops, and prepares formal oral or written legal opinions for, or provides informal oral legal advice and consultation to, Members of the Legislature, legislative staff, the Governor, or other clients or authorized persons on difficult, complex, and sensitive issues in a variety of areas, including legislative rules and

procedures, legislative proposals, existing law and legal precedent, and how to accomplish desired statutory goals.

- 10% Assigns, reviews, and approves drafts of proposed legislation to ensure work products meet the needs of the requester, are technically and legally accurate, reflect the style and philosophy of the Legislative Counsel, and are timely. Provides support, assistance, and training to other attorneys in the legal division, and may be assigned to act in a lead capacity over other attorneys and staff. Assists PDLC with administrative responsibilities, as requested or assigned.
- 10% Performs other duties as required and in accordance with the scope and level of responsibility of an Attorney IV, which may include, but are not limited to, appearing before legislative committees to provide legal advice on existing law or proposed legislation; acting as back up to the PDLC in their absence; and participating in agency-wide strategic planning and other efforts as requested or assigned.

*The percentage of time devoted to each task will vary depending on the attorney's assigned branch, time of year, and needs of the office.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

Employee Signature

Date