

California State Auditor

Duty Statement



Classification:	Attorney IV
Position Number:	339-100-5780-900
Division:	Legal Division
Employee Name:	VACANT
CBID:	E97
Headquarter Location:	TBD
Designated Conflict of Interest Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Position Description/Duties: Under the direction of the Chief Counsel, but working directly for the Assistant Chief Counsel of the California State Auditor’s Office (Office), the Attorney IV performs the more complex and sensitive legal work related to the Office’s audit responsibilities which include financial, compliance, and performance audits of any publicly-created entity in California. The Attorney IV works in an independent, non-partisan capacity, advising the State Auditor on the laws that apply to government agencies and programs in California, and assists the Chief Counsel and other employees in performing legal research and analysis. Duties include working independently or in a team environment to provide formal and informal oral and written legal advice on a variety of issues.	
Job Functions - Essential (E) / Marginal (M) Functions:	
60% E	<p>Legal Support to Audits</p> <ul style="list-style-type: none"> • Prior to the approval of a performance audit request by the Legislature: <ul style="list-style-type: none"> ○ Conducts highly critical and time-sensitive preliminary legal research and analysis to support the Office’s audit analyses. • Following the approval of a performance audit, or the commencement of a compliance or financial audit: <ul style="list-style-type: none"> ○ Gathers and analyzes relevant laws and other legal materials such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities. ○ Interprets and applies those laws to particular regulatory programs or legal issues identified as part of the audit; and provides summaries and opinions of those laws. ○ Communicates the results of research and analysis, both verbally and in writing, to management and others within the Office. ○ Writes sections of audit reports, if necessary, that pertain to complex areas of law. ○ Reviews audit reports and related correspondence for legal content and consistency, including the development and review of audit recommendations involving legal compliance or changes in law. ○ Provides information and briefings to Members of the Legislature, legislative staff and other stakeholders, as requested by Office management.
40% E	<p>Legal Assistance and Research</p> <ul style="list-style-type: none"> • Performs legislative research and provides legal advice on pending legislation that may impact the Office. • Determines the content and impact of proposed laws and regulations on the operations, including the rights, duties, and authority, of the Office; and summarizes and reports the results of such research. • Reviews and drafts proposed legislation, regulations, manuals, legal forms, and internal office policies. • Provides appropriate legal advice on a broad range of legal issues, including, but not limited to, compliance with laws related to conflicts of interest, public records access, and laws related to confidentially.

	<ul style="list-style-type: none"> • Interprets laws and regulations, and drafting and reviewing legal documents including subpoenas, court documents, and contracts. • Conducts depositions. • Represents the Office in legal matters and, upon occasion, represents or assists other Legal Division counsel in litigation on behalf of or in defense of the Office. • Assists and/or represents the Office in meetings that require a legal expert.
Supervision Received:	The Attorney IV reports directly to and receives the majority of assignments from the Assistant Chief Counsel; however, direction and assignments may also come from the Chief Counsel.
Supervision Exercised:	None.
Special Requirements:	Active membership in the California State Bar is required for this position.
Working Conditions:	<ul style="list-style-type: none"> • This position is eligible for participation in the office’s hybrid telework program. Work at the alternate work location must be conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor’s signature

Supervisor’s printed name

Date

By signing this document, I acknowledge that I have read and understand all the requirements and information above and have received a copy of this duty statement. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification.

Incumbent’s signature

Incumbent’s printed name

Date

*If a reasonable accommodation is necessary, please contact the human resources office to begin the interactive process.