

**DUTY STATEMENT  
STATE TREASURER'S OFFICE  
CTCAC**

<b>PART A</b>	
<b>Position No: 342-001-5795-001</b>	<b>Date:</b>
<b>Classification: Attorney III</b>	<b>Name:</b>
<p>Reporting directly to the Executive Director of the California Tax Credit Allocation Committee (CTCAC), in coordination with the State Treasurer's Office General Counsel, the incumbent will serve as the in-house counsel for the California Tax Credit Allocation Committee (CTCAC) to provide the full range of legal services for CTCAC.</p> <p>Acts in a lead capacity working with broad discretion and independence and with a minimum of supervision applying expertise in the most complex areas of contract, tax, real property, and commercial law; provide advice related to low income housing projects; provide advice regarding regulations and changes to the regulations to meet the State's housing needs; provide advice and counsel regarding litigation, Public Records Act requests, open meeting issues and other board governance issues, and other routine legal issues.</p>	
<b>Percentage of time performing duties</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>30%</b>	Provide legal advice and counsel regarding lease riders, subordination agreements, transfer events, and other legal documents involving CTCAC and affordable housing projects receiving an allocation of tax credits from CTCAC; review and interpret contracts and other legal documents involving CTCAC; advise CTCAC in the interpretation of its governing laws, the Constitution, federal and state laws, including the California Public Records Act, the Bagley-Keene Open Meeting Act and Conflict of Interest laws; consider court decisions as they affect the duties, functions and responsibilities of CTCAC; and analyzes the most complex and difficult legal principles and precedents interpreting the governing laws.
<b>30%</b>	Draft and analyze proposed regulations and legislation designed to meet the State's needs to develop more affordable housing, including ensuring compliance with federal law pertaining to or affecting the duties, functions or responsibilities of CTCAC and, at times, the State Treasurer; and research applicable laws and cases to provide accurate information.
<b>30%</b>	Attend CTCAC Board meetings; advise staff and CTCAC members in matters pending before CTCAC; assist with Public Records Act requests; provide support in litigation and other legal matters that arise.
<b>10%</b>	Provide legal advice on other issues that may arise from time to time as needed.
<b>Percentage of time performing duties</b>	<b>NON-ESSENTIAL FUNCTIONS</b>

## PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% - 49%	50% - 74%	75% or more
<b>Vision:</b> Conducts research; prepares documents; reviews legal documents; interprets federal laws; analyzes complex legal principles and precedents; analyzes legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Hearing:</b> Provides legal advice; consults with bond counsel; coordinates with bond and underwriter counsel and the Attorney General; advises the Authorities; participates in Authority meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speaking:</b> Same as Hearing above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Walking:</b> Attends meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sitting:</b> Researches documents; prepares documents; uses computer & telephone; attends meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Standing:</b> Researches files.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Balancing:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Concentrating:</b> Conducts research; prepares and reviews legal documents; provides legal and policy advice; consults with other counsel; ensures proper administration of FPPC requirements; analyzes complex legal principles and precedents and legislation; develops and prepares legal strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comprehension:</b> Same as Concentrating above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Working Independently:</b> Works under general direction only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Lifting up to 10 LBS occasionally:</b> Lifts files & documents.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting up to 20 LBS occasionally and/or 10 LBS frequently:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting up 20-50 LBS occasionally and/or 25-50 frequently:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fingering:</b> Uses computer keyboard; pushes telephone buttons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reaching:</b> Reaches for files; reaches for telephone.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying:</b> Carries files & documents.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Climbing:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bending at waist:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing or pulling:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Handling:</b> Handles files, other documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b> May drive to meetings.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operating equipment:</b> Computer, telephone, copy machine, fax machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Working indoors:</b> Office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Working outdoors:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working in confined space:</b> Office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>