

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Office of Chief Counsel	UNIT Water Rights	POSITION # 880-220-5797-901	DATE February 15, 2023
NAME OF EMPLOYEE (IF APPLICABLE) VACANT			
CURRENT CLASSIFICATION Graduate Legal Assistant		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Andy Sawyer			
CURRENT CLASSIFICATION OF SUPERVISOR Assistant Chief Counsel		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	Under the close supervision of an Assistant Chief Counsel and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:		
40%	Conduct legal research and prepare preliminary documents to provide legal advice to the Division of Water Rights personnel and the State Water Board members. Duties include: drafting State Water Board orders, decisions and resolutions; drafting legal memoranda which consist of legal analysis supported by research; assisting in drafting administrative regulations, reviewing documents prepared by Division personnel; participating in meetings, conferences, special projects, and study groups; and assisting in the preparation of staff reports to the State Water Board.		
40%	Prepare materials for hearings, including the review of all relevant files, past State Water Board decisions and legal issues; support attorneys in the Office of Chief Counsel providing advice to State Water Board members sitting as hearing officers and drafting the State Water Board order or decision which disposes of the matter for which the hearing was held. These hearings include those related to curtailments and enforcement of drought related requirements.		
15%	Assist the Attorney General in litigation involving the State Water Board, including providing legal research used in preparing points and authority and preparing preliminary drafts of declarations.		
5%	Perform other assigned duties as required.		
Employee Signature: _____ Date Signed: _____			