



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

**DUTY STATEMENT**  
**Graduate Legal Assistant**  
**Legal Division**

Under the close supervision of a Principal Deputy Legislative Counsel, a Graduate Legal Assistant (GLA) assists an attorney in performing legal and related work, primarily in the context of assignments relating to specific areas of law. GLAs serve in this classification while awaiting results from the California State Bar examination, and are expected, assuming adequate performance, to promote to the classification of Attorney upon their certification as an attorney by the California State Bar. If the GLA does not pass the Bar exam for which they were awaiting results when they began working in the position, the GLA is expected to take the next available Bar exam. Failure to achieve certification as an attorney after the second attempt may result in separation from service for failure to make adequate progress toward the classification of Attorney.

**Classification:** Graduate Legal Assistant

**Working Title:** Graduate Legal Assistant

**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. GLAs are expected to work all hours as necessary to accomplish their assignments. Although GLAs will generally average a 40-hour work week, longer work hours may be required and GLAs may be required to be on standby during certain times of the year.

**% of Time\***    **Duties Performed**

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| 60% | Assists attorneys in researching, developing, and drafting 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% | Assists attorneys in researching, developing, and preparing formal oral or written legal opinions for, or providing 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.

10%            Performs other duties as required and in accordance with the scope and level of responsibility of a GLA, including assisting attorneys 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 GLA'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.***

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Employee Signature

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Date