



POSITION DUTY STATEMENT

Division: Legal Affairs Division	Classification Title: 5795 Attorney III
Branch: Legal Office	Working Title: Attorney III
Unit: Legal Office	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 019-5795-030	CBID/Bargaining Unit: R02
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: Yes
Work Week Group: SE	Effective Date: 09/08/2025

Direction Statement and General Description of Duties: Under minimum supervision of the Assistant Chief Counsel, the incumbent performs legal work in multiple areas of the law, working cooperatively with others. Handles complex legal matters and tasks. Represents the department or its subdivisions in any forum with respect to matters requiring a high level of legal expertise or advocacy. Develops strategy and tactics in complex court, administrative and State Personnel Board matters. On a specific case may be the principal liaison with the Attorney General's office, local District Attorneys and other State and Federal agencies. Serves as a mentor and may act in a lead capacity with other attorneys, investigators and program personnel.

Percentage and Essential/Marginal Functions:

50%



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	<p>(E)</p> <p>Independently reviews investigation reports and evidence, drafts pleadings, conducts discovery, prepares for hearing and presents cases before the Office of Administrative Hearings in complex occupational licensing matters. Works in cooperation with the Attorney General's office and local District Attorneys to coordinate with related civil and criminal cases; negotiates settlements and monitors and implements consumer restitution orders. Provides advice and guidance to the department's Office of Rights and Resolution, Medical Management Unit and other employment-related units. Reviews requests for adverse actions, assembles evidence, and drafts notices of adverse actions. Independently represents the department in appeals before the State Personnel Board and CalHR, including participating in Prehearing Settlement Conferences, discovery requests, and evidentiary hearings. Case matters may include complex and serious adverse actions, including those with criminal conduct and sworn law enforcement employees. Independently represents the department in other administrative forums in cases requiring experience and expertise.</p>
35%	<p>(E)</p> <p>Provides written and verbal advice, to the Director of the Department of Motor Vehicles, Chief Deputy Director, Deputy Directors, administrative officials, upper-level management employees, and Department staff on a wide variety of complex and sensitive legal and policy questions. Writes formal and informal legal opinions. Assists in formulating policy decisions for departmental clients. Responds to inquiries and requests for information from a variety of sources, ranging from legislators to public interest groups. Reviews administrative cases for presentation to Director or representative. Represents the department in lawsuits handled by the Attorney General, in matters such as responding to pleadings, conducting discovery, coordinating witnesses, obtaining information and appearing at mediations, arbitration, settlements and court appearances.</p>
5%	<p>(E)</p> <p>Court Litigation: As may be delegated authority by the Attorney General, represents the department in multi-party Superior Court dealer bond interpleader cases and collection cases. Prepares complaints, cross complaints, answers, and bond claims on behalf of the department; conducts civil discovery; appears in court; negotiates settlements.</p>



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5%	(M) Legislation: Reviews pending legislation, researches law and prepares legal analyses. Drafts opinions, and researches law involving legislation involving the Department of Motor Vehicles and its programs.
5%	(M) Other job-related duties as required.

Supervision Received: The Attorney III works under general direction of the Assistant Chief Counsel; however, directions and assignments may also come from the Deputy Director/Chief Counsel.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: Travel may be required to locations away from the office for purposes of appearing in court for research purposes or for other reasons necessary to carry out assignments. Travel may be statewide and may require air travel.

Special Requirements: Active membership in the California State Bar is required.

Personal Contacts: Interacts in person, WebEx, over the phone or in written communication with the following: DMV Management, DMV team members, and DMV customers; federal, state and local entities and employees; third party stake holders; attorneys and pro se litigants, judges and other court employees; administrative law judges, and other employees at the Office of Administrative Hearings and the State Personnel Board. Interactions may be of a confidential or sensitive nature.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE
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DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

019-5795-030

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MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE