**OFFICE OF THE STATE CONTROLLER**

DUTY STATEMENT

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| --- | --- |
| **EMPLOYEE NAME**  Vacant | **DIVISION – UNIT NAME**  Executive Office – Legal Office |
| **CLASSIFICATION TITLE**  Attorney | **HEADQUARTERS ADDRESS**  300 Capitol Mall  Sacramento, CA 95814 |
| **WORKING TITLE**  Attorney | **POSITION NUMBER**  051-721-5778-XXX |
|  | **EFFECTIVE DATE**  October 2025 |

**SECTION A: GENERAL DESCRIPTION**

With general direction provided by the Assistant Chief Counsel, perform professional legal work for the State Controller’s mandated fiscal programs, State Boards and Commissions, and/or employment related cases. Specific tasks include, but are not limited to the following:

**SECTION B: ESSENTIAL FUNCTIONS**

*Candidates must have the ability to perform the following essential functions with or without reasonable accommodations*.

Percentage of

Time Spent Typical Task

|  |  |
| --- | --- |
| 35% | * Provide legal advice, services, and/or legal opinions to the Chief Counsel and/or senior program administrators for seven (7) internal divisions: * State Accounting and Reporting Division; * Local Government Program Services Division; * Admiration and Disbursements Division; * Division of Audits * Unclaimed Property Division; * Information Systems Division; and * Personnel/Payroll Services Division * Provide legal advice regarding legal issues relating to the discharge of the State Controller’s Fiscal responsibilities as Chief Fiscal Officer; |
| 30% | * Perform legal research for a full range of Office programs related to the State Controller’s Office responsibilities as a member of eighty-one (81) special boards and commissions for which the Controller serves as a participant; * With assistance from Senior Attorney staff, prepare cases for hearings involving sensitive and frequently, complex valuation issues related to tax programs administrated by the Office of the State Controller; |
| 20% | * Represent the State Controller, when assigned, to evaluate, research or represent legal issues on behalf of Boards, Commissions, and in support of Legislative Committees, and hearing officer for a variety of fiscal issues; * Meet and confer with legal staff from state departments and local governments to seek resolution of programs common interest; * Assist with preparation of cases, which may result in litigation before Administrative Law Judges, or Superior and Appellate Courts; |
| 15% | * Develop alternate language for proposed legislation affecting office programs; * Present case studies, legal opinions and arguments before Legislative Committees relative to the State Controller’s position on a variety of statewide fiscal issues when assigned; * Travel to and from court appearances, between SCO facilities, or to attend assign conferences, committee meetings or hearings scheduled. |

**SECTION C: NON-ESSENTIAL FUNCTIONS**

|  |  |
| --- | --- |
| 0% | None |

**SECTION D: ADA REQUIREMENT**

Alternative will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

**SECTION E: KNOWLEDGE, SKILLS AND ABILITIES**

There are distinct increases in the complexity of knowledge and abilities, and the scope of work and effect on programs and services provided and performed as incumbents proceed through the ranges in this classification.  Incumbents are expected to use the increasing knowledge, abilities, and experiences to perform increasingly complex legal duties effectively.

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure.

**SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)**

This position will have responsibility for the decisions made related to legal issues associated with the SCO. These decision may be significant in terms of dollar amounts and impact to the State Controller’s Office as a whole. Therefore, it is critical that individuals appointed to this level of classification clearly demonstrate understanding of all laws related to the area of focus, and possess historical knowledge of programmatic issues, and is consistent in applying good judgment and possess a demonstrable track record of protecting the interest of the client in the discharge of service.

**SECTION G: PERSONAL CONTACT**

It is anticipated that the individual appointed to this classification will interact with the Chief Legal Counsel, and Senior Executive management within the SCO. The incumbent will be expected to work closely with external client partners that may include other attorneys, business executives, and potentially the public sector in the discharge of their responsibilities to the SCO.

**SECTION H: WORK ENVIRONMENT**

The typical work environment includes, but will not be limited to high-rise building working in an office environment containing standard office equipment, which includes telecommunication, desktop and/or personal computers, copy machine, and standard office supplies. The incumbent may be required to work in other locations (i.e. court rooms, etc.) to complete assigned duties. It may require the incumbent to meet in other office space beyond his/her assigned work station.

**SECTION I: PHYSICAL REQUIREMENTS**

Any lifting, moving, keying, etc. required for this position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the frequency of activity required of the employee to perform the job | | | | |
| Activity  (Hours per day) | Never  (0 Hours) | Occasionally  (up to 3 hours) | Frequently  (3 to 6 hours) | Constantly  (6 to 8 hours) |
| Sitting |  |  | √ |  |
| Walking |  | √ |  |  |
| Standing |  | √ |  |  |
| Bending (neck/waist) |  | √ |  |  |
| Squatting |  | √ |  |  |
| Climbing | √ |  |  |  |
| Kneeling |  | √ |  |  |
| Crawling | √ |  |  |  |
| Twisting (neck/waist) |  | √ |  |  |
| Is repetitive use of hand(s) required? |  |  | √ |  |
| Simple Grasping (R or L) |  | √ |  |  |
| Power Grasping (R or L) |  | √ |  |  |
| Fine Manipulation (R or L) |  |  | √ |  |
| Pushing/Pulling (R or L) |  | √ |  |  |
| Reaching (above/below shoulder level) |  | √ |  |  |
| Lifting/Carrying | Describe the heaviest item required to be lifted or carried, the frequency and the distance: | | | |

**SECTION J: SIGNATURE**

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

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Employee’s Signature Date

I have discussed and provided a copy of this duty statement to the employee named above.

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Supervisor’s Signature Date