

DUTY STATEMENT

EMPLOYEE Vacant		RPA # / JOB CONTROL # JC-497117	
POSITION NUMBER 040-120-5778-xxx		CLASSIFICATION Attorney	
DIVISION Legal, Appeals and Probate		SECTION/UNIT Appeals Section	CBID R02
WORK DAYS Monday – Friday	WORK HOURS 8:00 a.m. to 5:00 p.m.	TENURE Permanent	TIME BASE Full-Time

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict-of-Interest Code and 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 a Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

Conflict of Interest Classification? Yes No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and certify I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

EMPLOYEE'S NAME (Print) Vacant	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR ACKNOWLEDGEMENT

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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DUTY STATEMENT

(REV. 04/22)

GENERAL STATEMENT

Under the direction of the Attorney Supervisor, the Attorney I provides legal recommendations to Board members, its Executive team, and staff. The Attorney I also advises the Administration Division, Victim Compensation Program (VCP), and Revenue Recovery Branch. Additionally, the Attorney I position is quasi-judicial, and acts as an Administrative Hearing Officer regarding victim appeals and Erroneously Convicted Felon claims.

PERCENTAGE OF TIME SPENT	DUTIES
% <u>ESSENTIAL JOB FUNCTIONS</u>	
35%	<p>The performance of duties will be accomplished in accordance with CalVCB policies and in compliance with the established rules and standards governing the program. Candidates must have the ability to perform the following essential functions with or without reasonable accommodations.</p>
10%	<p>Conduct hearings and draft proposed decisions with respect to the department's VCP. Perform legal research and legislative analyses, review filings, and department policies.</p>
10%	<p>Draft, review and negotiate contract language for departmental contracts and interagency agreements. Provide analyses and perform legal research with respect to contractual issues that arise.</p>
10%	<p>Conduct hearings and draft proposed decisions with respect to claims filed under Penal Code section 4900. Conduct legal research with respect to issues which may arise.</p>
10%	<p>Research issues and make recommendations pertaining to the disclosure of information (including responding to external subpoenas) and departmental constraints under the Public Records Act (PRA) and the Information Practices Act (IPA).</p>
10%	<p>Provide technical legal assistance and work with the assigned Deputy Attorney General in the defense of litigation filed against the department, including petitions for writs of mandate. Perform legal research, assist with discovery responses, assemble the administrative record and monitor cases in litigation.</p>
10%	<p>Represent CalVCB in restitution proceedings in superior court and in proceedings in bankruptcy court related to CalVCB's restitution orders. File and renew liens and probate documents in superior court to ensure recovery of restitution orders.</p>
5%	<p>Provide advice and counsel to executive management and the department's Human Resources Section regarding employee discipline, affirmative action, and other related personnel matters, including review of current and prospective procedures. Consult with and advise management on labor relations issues.</p>
5%	<p>Assist in the review and drafting of regulations adopted by CalVCB that implement the various statutory programs and responsibilities of CalVCB.</p>

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5%	Other general counsel duties as required.
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DESIRABLE QUALIFICATIONS

- Strong interpersonal skills, and the ability to work with staff and the public at all levels
- Clear and effective oral and written communication skills
- Ability to work independently and in a team setting
- Experience with administrative adjudicatory bodies
- Experience with state contracting process
- Experience with complex civil litigation
- Familiarity with the PRA and IPA

PERSONAL CHARACTERISTICS AND EXPECTATIONS

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.