

**DUTY STATEMENT**  
**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

<b>PART A</b>	
<b>Position No: 830-420-5795-003</b>	<b>Date:</b>
<b>Class: Attorney III</b>	<b>Name:</b>
<p>Under the general direction of the Deputy Secretary/Chief Counsel, the Attorney III performs the most complex and sensitive legal work independently; renders expert legal advice and opinions; and represents the Department in complex or sensitive civil litigation and administrative proceedings involving a wide variety of legal analysis.</p>	
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>
40%	Act as counsel of record and lead trial counsel in complex or sensitive civil matters in state and federal court; appear at law and motion hearings and serve as first chair at jury trials in such fields as health care, tort, employment law, landlord-tenant, property law, insurance, contracts, and bad faith actions. Handle appeals in such matters to the state and federal Courts of Appeal and to the California Supreme Court. Engage in alternate dispute resolution, including mediation and settlement negotiations. Counsel and mentor less-experienced attorneys.
30%	Provide general counsel advice and opinions to the Secretary, Executive Team, and regional Veterans Homes on legal issues. Support the Department's efforts to maintain its regulations and other policies and procedures in a manner consistent with applicable law and business practices. Represent the Department and litigate cases in hearings before the State Personnel Board and other administrative bodies relating to Departmental personnel and other actions.
20%	Advise the Executive Office and senior staff on important new points of law and complex legal matters, including real property, contract, personnel, and other sensitive issues. Research and prepare legal opinions, and policies, as directed. Conduct reviews of major contracts to insure compliance with state law. Prepare and deliver training to Department staff as assigned.
5%	Travel as required to conduct state business including court appearances.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Other related duties as assigned by the Deputy Secretary/Chief Counsel.

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<b>Class: Attorney III</b>		<b>Name:</b>			
<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
<b>HEARING:</b> Answer telephone; communicate with department managers and staff, participate in trials and hearings.					X
<b>SPEAKING:</b> Answer telephone; communicate with department managers and staff, participate in trials and hearings.					X
<b>WALKING:</b> Distribute information; copy documents.			X		
<b>SITTING:</b> Sit at desk; at meetings; at hearings.					X
<b>STANDING:</b> Copy documents;		X			
<b>BALANCING:</b>		X			
<b>CONCENTRATING:</b> Review documentation for accuracy; complete forms, perform research of laws, rules and processes.					X
<b>COMPREHENSION:</b> Understand laws, rules, regulations, policies and procedures. Understand content of meetings, trainings, and work discussions.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to work alone without much guidance or interaction from other staff at times.					X
<b>LIFTING UP TO 10 LBS OCCASSIONALLY:</b>		X			
<b>LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:</b>		X			
<b>LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:</b>		X			
<b>FINGERING:</b> Telephone buttons; computer; copier.					X
<b>REACHING:</b> Answer telephone; use a mouse; print documents on desk printer.				X	
<b>CARRYING:</b> Transport documents; mail.		X			
<b>CLIMBING:</b>		X			
<b>BENDING AT WAIST:</b> Use copier; access low file drawers.		X			
<b>KNEELING:</b> Access low file drawers.		X			
<b>PUSHING OR PULLING:</b> Open and close file drawers.		X			
<b>HANDLING:</b> Typing.				X	
<b>DRIVING:</b>			X		
<b>OPERATING EQUIPMENT:</b> Computer; telephone; copy machine; fax.					X
<b>WORKING INDOORS:</b> Enclosed office environment					X
<b>WORKING OUTDOORS:</b> Special events.		X			
<b>WORKING IN CONFINED SPACE:</b> File, storage, or supply rooms.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office).

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_