

California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Attorney Supervisor		WORKING TITLE Attorney Supervisor	
DIVISION/OFFICE/UNIT Legal Division/Tax and Fee Programs Bureau		SPECIFIC LOCATION ASSIGNED TO Sacramento, CA - Headquarters Office	
SEERA DESIGNATION Supervisory	BARGAINING UNIT 02	WORK WEEK GROUP SE	CERTIFICATES REQUIRED State Bar Membership
FINGERPRINTS/BACKGROUND CHECK REQUIRED ☒ Yes ☐ No	BILINGUAL POSITION ☐ Yes ☒ No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-322-5749-014	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Assistant Chief Counsel, the Attorney Supervisor independently handles the most difficult and complex legal matters. This includes but is not limited to reviewing and preparing complex legal documents; developing legal strategies; preparing for trials, appeals conferences, administrative hearings, or settlement negotiations; and performing other complex professional legal work and job-related activities as assigned. The Attorney Supervisor confers with the Assistant Chief Counsel and management on matters of tax policy and procedure and, when necessary, acts for the Assistant Chief Counsel. The Attorney Supervisor assists the Assistant Chief Counsel in planning, organizing, directing, and coordinating the work of a legal staff and supervises a small group of attorneys and senior audit professionals, performing a wide variety of legal and audit work of varying levels of complexity and difficulty. Travel up to twenty percent (20%) of the time is required for this position.			
Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
40%	<u>ESSENTIAL JOB FUNCTIONS</u> Works cooperatively with a variety of California Department of Tax and Fee Administration (CDTFA) team members and the staff of agencies the CDTFA services and maintains the confidence and respect of others. Plans, organizes, directs, and reviews the work of attorneys and senior audit professionals handling legal and audit matters, including difficult and complex matters, to ensure that the policies of CDTFA are correctly advocated and that statutory requirements and deadlines are met. Guides and advises on attorney's research, analysis, and application of legal principles to legal issues addressed by the Bureau. Guides and reviews the functions or work product, including difficult and complex matters, of attorneys under their supervision. Direct the work of clerical and professional assistants.		
30%	Prepares and present statements of fact, law, and argument clearly and logically in written and oral form; prepares correspondence and memoranda involving the explanation of legal matters; draft opinions, memorandum, pleadings, rulings, regulations, and legislation; negotiate effectively and justifies negotiated settlements to executive management and the Attorney General; conduct appeals conferences and prepares attendant documents and decisions; present matters before Administrative Law Judges; handle all aspects of litigating matters, as co-counsel with the Deputy Attorney General or outside counsel, including, but not limited to, developing litigation strategies; researching and drafting responsive pleadings, pre-trial motions, and trial and appellate briefs; advise on collection procedures and represents CDTFA in bankruptcy matters; present on legal topics within areas of expertise.		
25%	Attorney Supervisor is directly involved in the hiring of new staff, including application screening, interviews, and reference checks, and assisting the Assistant Chief Counsel with making the final hiring decision. Prepares supervisory, probation, and performance reports for Business Tax Specialist IIIs, Attorneys, Attorney IIIs, and Attorney IVs. Handles routine personnel matters. Prepares management reports and other reports related to the administration and management of the Bureau.		

5%

MARGINAL JOB FUNCTIONS

Performs other job-related duties as assigned.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable):*

Work Environment:

- May work in a high-rise building.

Physical Abilities:

-

Additional Requirements/Expectations:

-

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME

EMPLOYEE'S SIGNATURE

DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRB Approval Date: 10/03/2025

C&P Analyst Initials: EH