



## Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
LEGAL	ASSISTANT CHIEF COUNSEL	326-420-5871-XXX
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
		M02
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>Under the general direction of the Chief Counsel and the Deputy Chief Counsel, the Assistant Chief Counsel supervises the work of attorneys and carries a caseload of the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty. Duties of the Assistant Chief Counsel include, but are not limited to:</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Supervise all levels of non-supervisory attorneys in the Department’s Legal Division relating to their representation of the Department in litigation and investigations; review and edit the written work product of Department attorneys; mentor and develop professional growth trajectories for attorneys working under the Assistant Chief Counsel’s supervision; evaluate the performance of staff and take or recommend appropriate action.	
30%	Handle the successful investigation and prosecution of the Department’s most difficult and complex cases, including mediation and litigation assignments; represent the Department in mediation, hearings, and trial in state and federal court matters; conduct and defend civil discovery, and initiate and engage in law and motion practice; conduct legal and fact analyses and research statutory and case law, prepare legal memoranda, draft opinions, and prepare drafts of difficult legal correspondence.	
20%	Assist the Chief Counsel in planning, organizing, supervising, and directing the work of attorneys and other members of the Legal Division; interview and select or actively participate in the interview and selection process for staff; assist the Chief Counsel in setting and administering management priorities and processes; provide internal training to Legal Division and Enforcement staff.	
15%	Develop strategies for mediation and litigation of complex civil rights enforcement matters; guide legal research related to the enforcement of the Fair Employment and Housing Act and related laws that the Department enforces; analyze and recommend course of action in novel issues that arise in litigation and the Department’s investigations.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
DESIRABLE QUALIFICATIONS:		
<ul style="list-style-type: none"> <li>• Exceptional leadership and organizational skills</li> <li>• Knowledge of and experience with civil rights laws</li> <li>• Significant experience in all stages of civil litigation</li> <li>• Knowledge of and experience with the development and implementation of policies and</li> </ul>		



## Duty Statement

procedures <ul style="list-style-type: none"> <li>• Ability to manage conflict and sensitive issues</li> <li>• Openness to feedback</li> <li>• Ability to manage multiple priorities</li> <li>• Ability to use sound judgment</li> <li>• Ability to work with people, including opposing counsel, in a professional and civil manner</li> <li>• Commitment to public sector service</li> <li>• Travel as required to conduct state business</li> </ul>		
<b>TYPICAL WORKING CONDITIONS:</b>		
The demands described here are representative of those that must be met by the incumbent, with or without a reasonable accommodation, to successfully perform the essential functions of the job: <ul style="list-style-type: none"> <li>• Requires daily use of a personal computer and related software applications at a workstation</li> <li>• Requires ability to complete tasks that typically may require making repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks</li> <li>• Requires prolonged use of a workstation for 6.5 to 7 hours per day</li> <li>• Requires dependability and excellent attendance records</li> <li>• Requires occasional travel to attend meetings and trainings and to conduct depositions, trials, interviews, and mediations</li> </ul>		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as telework eligible-hybrid.		
<b>SPECIAL REQUIREMENTS:</b>		
<p><b>Supervision Received:</b> The Assistant Chief Counsel receives general supervision from the Chief Counsel and Deputy Chief Counsel and may receive direction from the Director and Chief Deputy Director.</p> <p><b>Supervision Exercised:</b> The Assistant Chief Counsel will supervise Attorneys, Attorney IIIs, and Attorney IVs in the Department’s Legal Division.</p> <p><b>Administrative Responsibility:</b> Adheres to all applicable laws, rules, policies, and procedures of the Department, including directives from departmental management personnel on non-legal matters.</p> <p><b>Personal Contacts:</b> The Assistant Chief Counsel has daily contact with the Chief Counsel, Deputy Chief Counsel, Department attorneys, other members of the Legal Division, Departmental management and staff, and frequent contact with complainants, respondents, legal representatives, and the general public.</p>		
<p><b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>



## Duty Statement

<b>EMPLOYEE STATEMENT:</b> I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE