

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A

Position No: 830-420-5780-003	Date:
Class: Attorney IV	Name:

Under the general direction of the Deputy Secretary/Chief Counsel, the Attorney IV 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. The Attorney IV will mentor junior attorneys and serve as an office resource on litigation procedure. The Attorney IV will travel for administrative hearings and court appearances on short notice, and may be asked to assist in litigation, including trials, on an ad hoc basis depending on office need. The Attorney IV will be the most senior non-supervisory attorney in the Department and will be expected to act in a lead role on matters in which a team of attorneys are representing the Department.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Act as counsel of record and trial counsel in complex or sensitive civil matters in state and federal court; conduct law and motion hearings and jury trials in such substantive areas as health care, tort, employment law including areas unique to public employment, contract, and real property. Handle appeals in such matters to the state and federal Courts of Appeal and to the Supreme Court of California. Serve in a lead capacity. Research, draft, and file legal briefs, papers, and pleadings of the Staff Counsel in the Department. Counsel and mentor less experienced staff attorneys. Act in a lead capacity with a team of attorneys.
25%	Independently represent the Department in sensitive personnel matters and handle hearings at the SPB which may result in significant subsequent litigation.
20%	Advise the Executive Office, senior staff, managers and supervisors on risk management in employment law issues. Research and prepare legal opinions on complex, newly developing, or sensitive issues for the Department's executive staff and division chiefs. Conduct reviews of major contracts for compliance with the Public Contract Act.
5%	Other related duties as assigned by the Deputy Secretary/Chief Counsel.

NON-ESSENTIAL FUNCTIONS

--	--

Position No: 830-420-5780-003	Date:				
Class: Attorney IV	Name:				
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with department managers and staff, participate in trials and hearings.					X
SPEAKING: Answer telephone; communicate with department managers and staff, participate in trials and hearings.					X
WALKING: Distribute information; copy documents.			X		
SITTING: Sit at desk; at meetings; at hearings.					X
STANDING: Copy documents;	X				
BALANCING:	X				
CONCENTRATING: Review documentation for accuracy; complete forms, perform research of laws, rules and processes.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures. Understand content of meetings, trainings, and work discussions.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.					X
LIFTING UP TO 10 LBS OCCASSIONALLY:	X				
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Telephone buttons; computer; copier.					X
REACHING: Answer telephone; use a mouse; print documents on desk printer.					X
CARRYING: Transport documents; mail.	X				
CLIMBING:	X				
BENDING AT WAIST: Use copier; access low file drawers.	X				
KNEELING: Access low file drawers.	X				
PUSHING OR PULLING: Open and close file drawers.	X				
HANDLING: Typing.				X	
DRIVING:		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.					X
WORKING INDOORS: Enclosed office environment					X
WORKING OUTDOORS: Special events.	X				
WORKING IN CONFINED SPACE: 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 _____