

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Legal Affairs		DIVISION Office of the Commissioner			
CIVIL SERVICE CLASSIFICATION TITLE Attorney III		BARGAINING UNIT R02	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-032-5795-004		CURRENT DATE 06/24/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
APPROVED BY				DATE	

FUNCTION OF POSITION  
Under the general direction of the Assistant Chief Counsel, the Attorney III is responsible for providing legal analysis, advice, and representation on sensitive and complex legal matters affecting the programs and policies of the California Highway Patrol for the Office of Legal Affairs. This position is the subject-matter legal expert on contracts, Public Records Act, Information Practices Act, subpoenas, as well as other matters. This position acts as a liaison with the Office of Attorney General on complex and sensitive state and federal litigation in which the Department is a party. Limited travel as necessary throughout the state in performing all duties.

SUPERVISION RECEIVED  
The Attorney III reports directly to and receives the majority of their assignments from the Assistant Chief Counsel. However, direction and assignments may also come from the Chief Counsel.

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Acts as the primary liaison with the Office of Attorney General on complex and sensitive state and federal litigation in which the Department is a party, such as Tort, Personal Injury/Negligence, Discrimination or Sexual Harassment cases. Is a subject matter legal expert in developing law and policy on excessive force, special relationships, false arrest, and other highly specialized areas of law relative to law enforcement. Develops strategy and tactics in complex disputes or litigation, assesses the strengths and weaknesses of cases, makes recommendations as to the appropriateness of settlements, and represents the Department at settlement conferences as an authorized representative with settlement authority.
35%	Acts as lead subject matter expert on Public Records Act, Information Practices Act issues and the corollary function of reviewing and approving all documents designated by the Department for public posting. Lead subject matter expert on contracts, subpoenas, discovery (formal and informal), and Peace Officer Standard and Training Licensing issues. Responds to inquiries from other public agencies, constituency groups, and public and private attorneys on legal matters concerning Department policies and procedures. Prepares policy updates and provides legal review of legislation impacting the Department, occupational health and safety issues, regulatory petitions, opinions, briefs, studies and other legal documents, as they relate to difficult and sensitive matters brought forward by the Department. Performs difficult and complex legal work involving highly specialized and evolving areas of law enforcement, contracts, and insurance; drafts complex and difficult opinions harmonizing California, Federal, and state administrative law; and makes risk management recommendations.
10%	Provides legal advice and legal review of employee personnel actions, internal and external investigations. Represents the Department at California Unemployment Insurance Appeals Board.

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**Attorney III**

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**Non-Essential Functions**

5%

Performs other job-related duties, within the scope of classification, as assigned by the Chief Counsel and the Assistant Chief Counsel.

**TOTAL** 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME

SUPERVISOR'S SIGNATURE

DATE