



DUTY STATEMENT

CTC 613 (REV 9/2016)

Classification Title Attorney III	RPA Number 11743
Working Title Attorney	Unit Legal Unit
Position Number 357-001-5795-009	Effective Date
Name	Working Hours 8:00-5:00

California Tahoe Conservancy Mission Statement

The mission of the California Tahoe Conservancy is to lead California's efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin.

At the Conservancy, we know the importance of building an organization that is as diverse as the communities we serve. We believe in maintaining a workplace where employees from a variety of backgrounds, cultures, and lived experiences can thrive. Working together, our team is positioned to better improve the lives of all Californians.

General Statement

Under the general direction of Supervising Attorney, the Attorney III is expected to handle a full range of complex legal issues arising out of the Conservancy's statutorily authorized programs and responsibilities to preserve, restore, and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin.

Job Functions

[Essential (E) / Marginal (M) Functions]:

30% (E) Legal Support

Provide legal support including legal research and document review related to State and federal land use, environmental, contract, real property, administrative, employment, and other areas of law.

30% (E) Contracts

Negotiate and draft contracts and agreements using State codes, regulations, and common law principles as necessary for the implementation of real property transactions, site improvement projects, communication and operational contracts, and grants.

20% (E) Legal Advice

Provide day-to-day legal advice to the Supervising Attorney, Executive Director, and other staff on issues arising from the Conservancy's programs, including the legal effect of rules, regulations, proposed legislation, statutory law, court decisions, and state directives.

10% (E) Conservancy Board Meetings

Provide legal support and advice relating to Conservancy Board meetings, including compliance with open meetings laws.

5% (E) Public Records

Oversee and coordinate the Conservancy's response to outside inquiries for public records.



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5% (M) Legal Publications

Track and review case law, legal periodicals, legislative and gubernatorial updates, and other publications to keep abreast of changes with the law of California that affect State government and the Conservancy; circulate summaries of significant issues to legal staff and other Conservancy staff, as appropriate. Regularly review the Conservancy's law library resources and needs; recommend new acquisitions and replacements of outdated items.

Supervision Received

The Attorney reports directly to and receives the majority of assignments from the Supervising Attorney; however, direction and assignments may also come from the Executive and Deputy Directors.

Supervision Exercised

None

Required Skills

Knowledge of: California Constitution, statutory law, and regulations in general areas of law such as environmental and natural resources law (including, but not limited to forestry, water quality, wildlife, and the California Environmental Quality Act), contracts, real property (deeds and conveyances, title and escrow, boundaries, controlling trespass and encroachment, easements, and other less-than-fee interests), evidence, civil procedure, administrative law, tort liability, public records, open meetings law; legal principles and their applications; and legal research methods.

Ability to: research, analyze, appraise, and apply complex legal principles, facts and precedents to legal and administrative problems; prepare and present statements of fact, law, and analyze clearly and logically the issues; draft opinions, memoranda, pleadings, regulations, and legislation; prepare correspondence involving explanation of legal matters; analyze situations accurately and recommend an effective course of action; and review and prepare State contracts and agreements. Maintain confidentiality of sensitive, labor relations issues, and personnel related work.

The incumbent requires computer skills (Word and Excel) writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

Qualifications

Candidates must have active membership in good standing with the California State Bar.

Candidates must possess excellent legal research, writing, communication, and analytical skills.

Candidates must have the ability to act independently, be open-minded and flexible to other ideas and solutions, be professional, and be tactful and responsive to client needs.



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Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy's sole discretion. Must be regularly available and willingness to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed inside and outside. The employee's workstation is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel is required to attend meetings, training, and project sites.

Requires prolonged sitting, use of telephone, personal computer, and copier. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Requires appropriate dress for a professional office environment.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date

STATE OF CALIFORNIA

CALIFORNIA TAHOE CONSERVANCY



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Classification Title Attorney	RPA Number 11743
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California Tahoe Conservancy Mission Statement

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General Statement

Under the direction of the General Counsel, the Attorney is expected to handle the less difficult legal issues arising out of the Conservancy's statutorily authorized programs and responsibilities to preserve, restore, and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin.

Job Functions

[Essential (E) / Marginal (M) Functions]:

25% (E) Legal Support

Provide legal support including legal research and document review related to State and federal land use, environmental, contract, real property, administrative, employment, and other areas of law. Track and review case law, legal periodicals, legislative and gubernatorial updates, and other publications to keep abreast of changes with the law; circulate summaries of significant issues to legal staff and other Conservancy staff, as appropriate.

20% (E) Contracts

Negotiate and draft contracts and agreements using State codes, regulations, and common law principles as necessary for the implementation of real property transactions, site improvement projects, communication and operational contracts, and grants.

20% (E) Conservancy Governing Board

Provide legal support and advice relating to Conservancy Board governance, including sensitive communication with Board members, development of staff-recommended positions and actions, and compliance with open meetings laws.

15% (E) Legal Advice

Provide day-to-day legal advice to the General Counsel, Executive Director, and staff on issues arising from the Conservancy's programs, including the legal effect of rules, regulations, proposed legislation, statutory law, court decisions, and State directives.



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15% (E) Diversity, Equity, and Inclusion

Advance racial equity at the Conservancy by providing a legal lens to racial equity and community engagement work. Support staff development and implementation of diversity, equity, and inclusion initiatives, strategies, and policies. Track statewide equity initiatives and participate in State, regional, and local working groups.

5% (E) Public Records

Oversee and coordinate the Conservancy's response to outside inquiries for public records.

Supervision Received

The Attorney reports directly to and receives the majority of assignments from the General Counsel; however, direction and assignments may also come from the Executive and Deputy Directors.

Supervision Exercised

None

Required Skills

Knowledge of: California Constitution, statutory law, and regulations in general areas of law such as environmental and natural resources law (including, but not limited to forestry, water quality, wildlife, and the California Environmental Quality Act), contracts, real property (deeds and conveyances, title and escrow, boundaries, controlling trespass and encroachment, easements, and other less-than-fee interests), evidence, civil procedure, administrative law, tort liability, public records, open meetings law; legal principles and their applications; and legal research methods.

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Supervisor Signature	Supervisor Printed Name	Date