

California State Auditor

Duty Statement



Classification - Working Title:	Attorney IV	
Position Number:	339-100-5780-900	Division: Legal
CBID:	E97	Designated Conflict of Interest Position: Yes ☒ No ☐
Employee Name:		
Position Description/Duties: Under the direction of the Chief Legal Counsel, but working directly for the Assistant Chief Counsel of the California State Auditor's Office (office), the Attorney IV performs the more complex and sensitive legal work related to the office's responsibilities, which include but are not limited to investigations and financial, compliance, and performance audits of any publicly-created entity in California. The Attorney IV works in an independent, non-partisan capacity, advising the State Auditor on the laws that apply to government agencies and programs in California, and assists the Chief Legal Counsel and other employees in performing legal research and analysis. Duties include working independently or in a team environment to provide formal and informal oral and written legal advice on a variety of issues.		
Job Functions - Essential (E) / Marginal (M) Functions:		
60% E	Legal Support to Audits - Prior to the approval of a performance audit request by the Legislature: - Conducts highly critical and time-sensitive preliminary legal research and analysis to support the office's audit analyses. - Following the approval of a performance audit, or the commencement of a compliance or financial audit: - Gathers and analyzes relevant laws and other legal materials such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities. - Interprets and applies those laws to particular regulatory programs or legal issues identified as part of the audit, and provides summaries and opinions of those laws. - Communicates the results of research and analysis, both verbally and in writing, to management and others within the office. - Writes sections of audit reports, if necessary, that pertain to complex areas of law. - Reviews audit reports and related correspondence for legal content and consistency, including the development and review of audit recommendations involving legal compliance or changes in law. - Provides information and briefings to members of the Legislature, legislative staff and other stakeholders, as requested by office management.	
40% E	Legal Assistance and Research - Assists the Investigations Division in researching applicable laws and regulations and analyzing facts to determine whether an improper governmental activity has been substantiated. - Performs legislative research and provides legal advice on pending legislation that may impact the office. - Determines the content and impact of proposed laws and regulations on the operations, including the rights, duties, and authority, of the office, and summarizes and reports the results of such research. - Reviews and drafts proposed legislation, regulations, manuals, legal forms, and internal office policies. - Provides appropriate legal advice on a broad range of legal issues, including, but not limited to, compliance with laws related to conflicts of interest, public records access, and laws related to confidentiality.	

	• Interprets laws and regulations, and drafts and reviews legal documents including subpoenas, court documents, and contracts. • Conducts depositions. • Represents the office in legal matters and, upon occasion, represents or assists other Legal Division counsel in litigation on behalf of or in defense of the office. • Assists and/or represents the office in meetings that require a legal expert. • Reviews and responds to public records act requests. • Develops and provides office-wide trainings on legal matters related to the functions of the office. • Assists in the decennial selection of redistricting commissioners. • Related duties as assigned.
Supervision Received:	The Attorney IV reports directly to and receives the majority of assignments from the Assistant Chief Counsel; however, direction and assignments may also come from the Chief Legal Counsel. Attorney V's may act as a lead capacity for certain assignments.
Supervision Exercised:	The Attorney IV may occasionally act in a lead capacity over the work of other attorneys and staff in the Legal Division.
Special Requirements:	Active membership in the California State Bar is required for this position.
Working Conditions:	• This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands. • Work may require occasional travel, working away from headquarters, and/or long and irregular work hours.
Position DS REV Date:	1/1/2026

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

Incumbent's signature

Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.

California State Auditor

Duty Statement



Classification - Working Title:	Attorney III	
Position Number:	339-100-5795-900	Division: Legal
CBID:	E97	Designated Conflict of Interest Position: Yes ☒ No ☐
Employee Name:		
Position Description/Duties: Under the direction of the Chief Legal Counsel, but working directly for the Assistant Chief Counsel of the California State Auditor's Office (office), the Attorney III performs complex legal work related to the office's responsibilities, including but not limited to investigations and financial, compliance, and performance audits of any publicly-created entity in California. The Attorney III works in an independent, non-partisan capacity, advising the State Auditor on the laws that apply to government agencies and programs in California, and assists the Chief Legal Counsel and other employees in performing legal research and analysis. Duties include working with broad discretion and independence, or in a team environment, to provide formal and informal oral and written legal advice on a variety of issues.		
Job Functions - Essential (E) / Marginal (M) Functions:		
60% E	Legal Support to Audits - Prior to the approval of a performance audit request by the Legislature: - Conducts highly critical and time-sensitive preliminary legal research and analysis to support the office's audit analyses. - Following the approval of a performance audit, or the commencement of a compliance or financial audit: - Gathers and analyzes relevant laws and other legal materials such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities. - Interprets and applies those laws to particular regulatory programs or legal issues identified as part of the audit, and provides summaries and opinions of those laws. - Communicates the results of research and analysis, both verbally and in writing, to management and others within the office. - Writes sections of audit reports, if necessary, that pertain to complex areas of law. - Reviews audit reports and related correspondence for legal content and consistency, including the development and review of audit recommendations involving legal compliance or changes in law. - Provides information and briefings to members of the Legislature, legislative staff and other stakeholders, as requested by office management.	
40% E	Legal Assistance and Research - Assists the Investigations Division in researching applicable laws and regulations and analyzing facts to determine whether an improper governmental activity has been substantiated. - Performs legislative research and provides legal advice on pending legislation that may impact the office. - Determines the content and impact of proposed laws and regulations on the operations, including the rights, duties, and authority, of the office, and summarizes and reports the results of such research. - Drafts proposed legislation, regulations, manuals, legal forms, and internal office policies. - Provides appropriate legal advice on a broad range of legal issues, including, but not limited to, compliance with laws related to conflicts of interest, public records access, and laws related to confidentiality.	

	• Interprets laws and regulations, and drafts and reviews legal documents including subpoenas, court documents, and contracts. • Conducts depositions. • Assists with representing the office in legal matters and, upon occasion, represents or assists other Legal Division counsel in litigation on behalf of or in defense of the office. • Assists and/or represents the office in meetings that require a legal expert. • Reviews and responds to public records act requests. • Develops and provides office-wide trainings on legal matters related to the functions of the office. • Assists in the decennial selection of redistricting commissioners. • Related duties as assigned.
Supervision Received:	The Attorney III reports directly to and receives the majority of assignments from the Assistant Chief Counsel; however, direction and assignments may also come from the Chief Legal Counsel. Attorney V's may act as a lead capacity for certain assignments.
Supervision Exercised:	None
Special Requirements:	Active membership in the California State Bar is required for this position.
Working Conditions:	• This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. • Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. • Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. • Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands. • Work may require occasional travel, working away from headquarters, and/or long and irregular work hours.
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