



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

DUTY STATEMENT
Attorney V
Litigation Specialist
Legislative Services Branch

Under general direction of the Assistant Chief Counsel of the Legislative Services Branch (LSB) in the Legal Division of the Office of Legislative Counsel (OLC), the incumbent serves as the OLC's top expert in litigation, acts as the primary attorney managing the OLC's litigation portfolio, and provides legal representation and advice to the OLC, Assembly, Senate, and other clients in litigation matters. Additionally, the incumbent provides legal advice and other legal services to Members of the Legislature, legislative staff, the Governor, or other clients or authorized persons on difficult, complex, and sensitive issues in a variety of legal areas.

The incumbent must independently perform the most difficult and complex legal work that requires the highest levels of expertise. Work at this level involves innovative theories, emerging areas of law, subject matter expertise, legal specialization, precedential significance, and contact with the Legislature, elected officials, high-level appointees, and their designees.

Classification: Attorney V

Working Title: Litigation Specialist

Supervision Received: Serves under the general direction of the Assistant Chief Counsel of LSB, who is responsible for administrative oversight of the position. The incumbent will work closely with the Legislative Counsel and Chief Deputy Legislative Counsels throughout the course of their duties.

Supervision Exercised: This position does not supervise, but provides oversight, guidance, and mentorship to other attorneys and staff.

Typical Physical Demands and Working Conditions: Typical cubicle or office environment. Use of computer and phone systems, standing or bending to file documents, and copy machine use. Travel may be required between OLC's office buildings and as needed to perform assigned duties.

Hours: Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding state holidays. Attorneys are expected to work all hours as necessary to accomplish their assignments. Although attorneys will generally average a 40-hour work week, longer work hours may be required to meet business objectives and attorneys may be required to be on standby during certain times of the year.

% of Time* **Duties**

55%	Acts as the primary attorney managing the OLC’s litigation portfolio, including providing oversight and guidance to outside counsel; provides legal representation and advice to the OLC, Assembly, Senate, and other clients in difficult, complex, and sensitive litigation matters, focusing on pre-litigation advice; evaluation of claims; case-strategy development; motion practice; drafting, reviewing, and revising legal documents such as pleadings, motions, writs, briefs, memoranda, and correspondence; appearing in state and federal trial and appellate courts and administrative proceedings; coordinating with, and overseeing the work of, outside counsel; monitoring pending litigation matters; tactfully and effectively communicating with clients, supervisors, colleagues, opposing counsel, or others; preparing responses to subpoenas and requests for records submitted under the Legislative Open Records Act (LORA); and performing various administrative functions such as scheduling, filing, document review, case status reporting, and maintaining appropriate case files.
30%	Researches, develops, and prepares legal advice and provides consultation to Members of the Legislature, legislative staff, the Governor, or other clients or authorized persons on difficult, complex, and sensitive issues in a variety of legal areas; handles legal assignments, projects, and other tasks, such as preparing analyses, developing recommendations, and advising clients on legislative proposals, existing law and legal precedent, legislative rules and procedures, and other areas of law and legislative affairs. Monitors pending legislation for impact to clients, particularly as it relates to litigation, arbitration, contracts, and other areas within the scope of practice; drafts contracts; and assists attorneys within LSB with other complex or sensitive legal work.
15%	Provides regular oversight of work performed by paralegals and other support staff; acts as a lead over the litigation work of other attorneys and staff; provides feedback, guidance, and mentorship; and performs other duties as required and in accordance with the scope and level of responsibility of an Attorney V, which may include, but are not limited to, acting as back up to a supervisor in their absence and participating in agency-wide strategic planning and other efforts as requested or assigned.

**KNOWLEDGE AND SKILLS REQUIRED TO PERFORM
THE DUTIES OF THE POSITION**

- Knowledge of the areas of law handled by LSB and the OLC.
- Knowledge of: (a) the laws, rules, and guidelines governing professional conduct and conflicts of interest, including professional and financial conflicts of interest and conflicts between clients, (b) duties and powers of the Office of Legislative Counsel, the Senate, the Assembly, and joint legislative committees, (c) principles of administrative and constitutional law, (d) rules of evidence and civil procedure, (e) rules of court, (f) rules governing the conduct of proceedings before administrative bodies, and (g) the Office of Legislative Counsel and Legal Branch policies, procedures, and guidelines.
- Ability to handle all aspects of trial court litigation, administrative proceedings, and appellate litigation, and to effectively advocate the client's position in court and before administrative bodies.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to efficiently complete research (including through use of online resources), and to efficiently produce work product that is legally and factually accurate, persuasive, and written with proper tone.
- Ability to efficiently review and organize paper and electronically stored documents.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to exercise good judgment and to work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.

*The percentage of time devoted to each task will vary depending on the time of year and the needs of the office.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.

Employee Signature

Date