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

DUTY STATEMENT
Attorney
Legal Division

Under the direction of a Principal Deputy Legislative Counsel, a Deputy Legislative Counsel (DLC) performs legal work and conducts legal research primarily in the context of assignments related to specific areas of law. Attorneys in Range A of the classification perform the least complex and difficult legal work, and attorneys in Range B independently perform legal work of average complexity and difficulty.

Classification: Attorney

Working Title: Deputy Legislative Counsel

Supervision Received: Reports directly to a Principal Deputy Legislative Counsel

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.

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

% of Time*	**Duties Performed**
60%	Researches, develops, and drafts legislative measures, and amendments to legislative measures, after conferring with or receiving direction from Members of the Legislature, legislative staff, the Governor, or other clients or authorized persons.
30%	Researches, develops, and prepares formal oral or written legal opinions for, or provides informal oral legal advice and consultation to, Members of the Legislature, legislative staff, the Governor, and other clients or authorized persons on a variety of issues of average complexity, including legislative rules and procedures, legislative proposals, existing law and legal precedent, and how to accomplish desired statutory goals.
10%	Performs other duties as required and in accordance with the scope and level of responsibility of a DLC, including appearing before legislative committees to provide legal advice on existing law or proposed legislation.

*The percentage of time devoted to each task will vary depending on the DLC's assigned branch, time of year, and 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