California Department of Corrections and Rehabilitation
Office of Legal Affairs

# ATTORNEY, ATTORNEY III, ATTORNEY IV, ATTORNEY V
# ESSENTIAL FUNCTIONS

## THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:

It is expected that the Attorney III, Attorney IV, and Attorney V will be assigned increasingly more difficult work, and need less direct supervision, as experience is gained in the respective classes or as an attorney. The following core essential functions of the Attorney series do not vary with experience:

- Maintain a regular work schedule during normal business hours at an approved worksite; work at least 40 hours per week, on average; work in excess of 40 hours in one week when necessary to complete a special assignment; and be accessible 40 hours per week or more via Department issued cell phone.

- Ability to be supervised by assigned supervisor or manager.

- Travel to and from worksites, correctional institutions and facilities, government offices, courthouses, and training venues, which may require traversing on uneven ground.

- Travel regularly to all parts of the state and travel occasionally outside the state, to include overnight stays.

- Work inside penal institutions and juvenile detention facilities in the presence of incarcerated individuals, wards, and supervised persons.

- Communicate clearly and effectively in writing and in person.

- Use electronic software and databases to thoroughly and efficiently conduct legal research.

- Handle multiple tasks simultaneously and prioritize work, in consultation with the Attorney, Assistant Chief Counsel (ACC), in a fast-paced, high-stress environment.

- Maintain and ensure confidentiality of Departmental information, records, documents, concerns, and issues.

- Perform research and analysis to solve complex legal problems; answer legal questions with clear and logical statements of fact, law, and argument; timely assess and respond to written and verbal communications; provide sound legal advice; exercise rationale and reasonable judgment; and implement effective courses of action in a timely manner.

- Effectively and professionally represent the department in all legal venues, before all legislative bodies, and at all administrative hearings, professional conferences, training seminars, and other meetings.

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- Work collaboratively with and assist department staff, administrators, supervisors, investigators, and executives, attorneys, ACCs, Chief Deputy General Counsels, and the General Counsel.

- Transport legal files and other objects, which may weigh up to 50 pounds, to locations inside and outside the regular worksite.

- Adhere to the California Rules of Professional Conduct adopted by the State Bar of California, Board of Trustees and approved by the California Supreme Court.

- Maintain active membership in good standing with the State Bar of California.

| Employee Name | Signature | Date |
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