

CALIFORNIA STATE AUDITOR
JOB OPPORTUNITY

ATTORNEY IV

Permanent – Full-Time

Willing to downgrade to an Attorney III for recruitment purposes



DUTIES: Under the direction of the Chief Counsel and the Assistant Chief Counsel, the incumbent works independently or in a team environment depending on the assignment, in the Legal Office to provide formal and informal oral and written legal advice on a variety of issues supporting the California State Auditor (state auditor). The California State Auditor's Office (state auditor's office) plays a critical role in overseeing the financial accountability and performance of government entities in California by auditing those entities and conducting other related work. The attorneys who support the state auditor work in an independent, non-partisan capacity, advising the state auditor on the laws that apply to government agencies and programs in California, including those that apply to the state auditor's office. The incumbent assists the Chief Counsel, the Assistant Chief Counsel, and other employees in performing legal research, analysis, and legal tasks. The newly appointed incumbent will be assigned to provide support primarily to the Audits Division.

LEGAL SUPPORT RELATED TO AUDITS

The attorneys in the Legal Office provide ongoing legal support related to the state auditor's audit responsibilities, which include financial, compliance, and performance audits of any publicly-created entity in California. Attorneys who support the Audits Division perform the following functions:

- Prior to the approval of a performance audit request by the Legislature, conduct highly critical and time-sensitive preliminary legal research and analysis to support the state auditor's audit analyses.
- Upon approval of a performance audit or the commencement of other types of audits:
 - Gather and analyze relevant laws and other legal materials, such as judicial precedents, proposed legislation, administrative decisions, and other legal authorities.
 - Interpret and apply those laws to particular regulatory programs or legal issues identified as part of the audit.
 - Provide summaries and opinions of those laws.
 - Communicate the results of the research and analysis, both verbally and in writing, to management and others within the state auditor's office.
 - Review 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.

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OUR MISSION

The California State Auditor promotes the efficient and effective management of public funds and programs by providing citizens and the State independent, objective, accurate, and timely evaluations of state and local government activities.

Position Number 339-100-5780-900

Job Control – JC 91457

ATTORNEY IV SALARY

Range L: \$9,782 - \$12,560

ATTORNEY III SALARY

Range L: \$8,856 - \$11,361

All State Auditor's Office positions are located in Sacramento, CA.

Final Filing Date:

January 8, 2018



auditor.ca.gov

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- Write sections of audit reports, if necessary, that pertain to complex areas of law.
- Provide information and briefings to Members of the Legislature, legislative staff and other stakeholders, as requested by office management.

OTHER LEGAL RESPONSIBILITIES

In addition to performing the work described above, the attorneys who support the Audits Division provide other general legal assistance to the state auditor, as follows:

- Perform legislative research and provide legal advice on pending legislation that may impact the state auditor; determine the content and impact of proposed laws and regulations on the operations, including the rights, duties, and authority, of the state auditor's office; summarize and report the results of such research.
- Draft proposed legislation, regulations, manuals and legal forms.
- Assist and/or represent the state auditor in matters that require a legal expert.
- Provide 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, redistricting, and laws related to confidentiality.
- Draft and interpret laws and regulations; draft and review legal documents, including subpoenas, court documents, and contracts; conduct depositions; represent the state auditor in legal matters; and, on occasion, represent or assist other counsel in litigation on behalf of or in defense of the state auditor.
- Draft and/or review internal state auditor policies.
- Other duties and projects as assigned.

DESIRABLE QUALIFICATIONS:

- Experience working well under pressure.
- Adaptability to changing situations and assignments.
- Exceptional inter-personal and organizational skills.
- Experience reviewing and analyzing complex and sensitive issues concerning a variety of legal issues such as employment, ethics, and litigation matters.
- Experience working with the Legislature, other state agencies, and high-level administrative staff.
- Experience providing advice to and representing high-ranking state officials on a broad range of legal issues.
- Experience drafting legal documents including regulations.

APPLICATION REQUIREMENTS:

You must indicate the job control number on your standard state application (STD. 678) and provide a Statement of Qualifications (SOQ) for the Chief Counsel's review. The SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length.

Send a completed STD.678 and SOQ to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814
Or

HR@auditor.ca.gov

REQUIREMENT: Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

SELECTION PROCESS:

Current state employees with status in the Attorney III or IV classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. **Applications without an SOQ will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

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- History of working cooperatively and dealing effectively with others.
- Excellent written and verbal communication skills and the ability to clearly explain legal issues and legal conclusions to non-lawyers.
- Proven ability to handle large and varied assignments.
- Ability to work on several concurrent projects with different groups.
- Familiarity with auditing and/or project management standards and principles.

California Relay Service:
1-800-735-2929 (TTY)
1-800-735-2922 (Voice)

For more information contact:
Marya Liberty
(916) 445-0255, ext. 215
MaryaL@auditor.ca.gov

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.