

## JOB OPPORTUNITY



## California State Auditor Bureau of State Audits

### STAFF COUNSEL III (SPECIALIST) 5795/OA82 Permanent Full-Time

#### Salary Range:

Staff Counsel III \$7,682.00-\$9,478.00

#### Duties

Under general direction from the Chief Legal Counsel, provides legal advice and assistance on administrative and legal issues arising in connection with the Bureau's activities. Specifically, the Staff Counsel III provides formal and informal oral and written legal advice; interprets laws and regulations; studies, interprets, and applies laws, judicial precedent and other legal authorities in connection with legal issues identified in audit reports; reviews audit and investigative reports and correspondence for legal content and consistency, including review of audit recommendations involving legal compliance or changes in law; drafts and reviews legal documents, including subpoenas, court documents, and contracts; conducts depositions and provides legal support to the Investigative Division; determines the content and impact of proposed laws and regulations on the operations of the Bureau; advises the Bureau on personnel issues, advises management on Bureau activity and policy regarding its rights, duties, and authority; drafts proposed legislation, regulations, rules, and manuals or legal forms; conducts legal research; drafts questions and works with the Legislative Counsel on issues requiring clarification; represents the Bureau in legal matters; and may, upon occasion, represent or assist other counsel in litigation on behalf of or in defense of the Bureau; provides appropriate legal advice under the direction of the supervising attorney on a broad range of legal issues, including compliance with laws related to conflict of interest, public record access, and laws related to confidentiality.

#### Qualifications

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

Knowledge of legal principles under the provisions of the California Statutory and Constitutional Law including their relationship; law relating to the authority, responsibilities, and obligations of public officials and administrative boards and agencies; California civil and criminal trial appellate procedure; rules of evidence; principles and techniques of personnel management and supervision.

Ability to apply legal principles under the provisions of the California Statutory and Constitutional Law, including the law relating to the ability, responsibilities, and obligations of public officials and administrative boards and agencies; draft and analyze proposed legislation; perform legal research; analyze difficult and complex problems and apply legal principles and precedence to particular sets of facts; direct the assembling of items of facts, law, and argument clearly and logically in oral and written form for presentation before courts of law, administrative bodies; and the California Legislature; use correct English and demonstrate excellent legal writing ability.

These experiences are expected to be obtained from either paid or pro bono experience in any combination of California State Civil Service, other governmental settings, or in private organizations.

#### Location

Bureau of State Audits  
555 Capitol Mall, Suite 300  
Sacramento, California 95814

#### Contact

Lynne Gaal  
(916) 445-0255  
LynneG@bsa.ca.gov

**Final Filing Date: Until Filled**

#### Selection Process

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed

Applicants from incumbents in comparable classifications will be considered. The appointment will be made in accordance with SROA policies and rules.

Upon appointment, all employees of the bureau are subject to being fingerprinted and having a background check conducted.

*AN EMPLOYER OFFERING EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR 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.**