

JOB OPPORTUNITY

OFFICE OF LEGISLATIVE COUNSEL



CAPITOL OFFICE LEGAL CONSULTANT CLASSIFICATION: LEGAL ANALYST WILL CONSIDER LEGAL ASSISTANT, AND SENIOR LEGAL ANALYST

JOB LOCATION: SACRAMENTO, CALIFORNIA
FINAL FILING DATE: FEBRUARY 15, 2019

LEGAL ASSISTANT- \$3,944-\$4,938
LEGAL ANALYST-\$4,473-\$5,602
SR LEGAL ANALYST-\$5,380-\$6,737

Our Agency

The Office of Legislative Counsel is a small civil service department whose mission is to provide legal services and information technology support services to the State Legislature. Office of Legislative Counsel employees are excluded from collective bargaining and, therefore, receive enhanced benefits and do not contribute fair share.

Your Role

Under the general direction of a Principal Deputy Legislative Counsel II, the Capitol Office Legal Consultant is primarily responsible for the intake of requests by Members of the Legislature and other clients for the preparation of bills, amendments, and legal advice. In the performance of this duty, the Capitol Office Legal Consultant is required to review and analyze legal and other documents, determine client needs, and provide basic advice on OLC legal processes and procedures.

Your Expertise

- Excellent organizational skills with a high level of attention to detail
- Excellent attendance
- Knowledge of the legislative process and basic legal concepts, terminology, principles, and procedures
- Willingness to accept increasing levels of responsibility and assist with other office tasks as workloads demand
- Ability to work under critical time constraints and extreme workload pressures, adapt to deadlines and workflow requirements, and work overtime with little or no advance notice
- Ability to establish effective interpersonal relationships and interact well with peers and a wide variety of clients
- Ability to work with, deal tactfully, and maintain cooperative relationships with all persons contacted in line of work
- Ability to reason logically and accurately analyze situations
- Ability to read and understand statutes and applications of relevant law and conclusions
- Ability to present information and findings both orally and in writing
- Experience with legal reference materials such as codes, statutes, case law, treatises, practice manuals, and computerized legal research
- Experience with preparation of reports which set forth the legal statement of facts

Your Responsibilities

- Consult with walk-in clients regarding requests to draft legislation including bills, amendments, and requests for legal advice
- Explain formal and informal options to clients, and make appropriate recommendations based on input from clients
- Provides contact information to clients regarding deputies assigned to requests of that client
- Independently analyzes client's concerns, formulates each request for legal service to accurately reflect the client's concerns pursuant to discussion with the client, and prepare request forms for referral to legal staff

- Coordinate with Capitol support staff for processing and delivery of requests to the appropriate Principal Deputy
- Perform preliminary legal research and analysis for Capitol attorney staff, and organize and manage research documents and materials
- Assist attorneys in gathering data relative to legal issues and assist on special projects

Desired Qualifications

Knowledge of basic legal concepts, terminology, principles and procedures. Previous paralegal experience and experience in use of legal reference materials. Ability to act independently, to communicate effectively both verbally and in writing, and to assume increased responsibility. Must possess a cordial disposition and professional demeanor at all times. Ability to remain calm under pressure and to handle difficult situations.

WHO MAY APPLY

Individuals currently working in the class or who are eligible on an employment list for the class; eligible for a lateral transfer to the class; or who are currently on a Reemployment List, SROA List, or who are employed with a Surplus Department/Agency may apply. Training and Development (T&D) assignments may be considered for current OLC employees. Please specify on your application the basis for your appointment eligibility. Applications will be screened and only the most qualified individuals will be contacted for an interview. This recruitment may be used to fill other vacancies in this classification within the next 180 days.

HOW TO APPLY

Submit a standard state application and resume to the **Office of Legislative Counsel Human Resources Office, 925 L Street, Suite 900, Sacramento, CA 95814.** Application packages must be received in the Human Resources Office by **5:00 p.m., February 15, 2019**, or be postmarked by this date. Questions regarding the position may be directed to Kayla Riley at (916) 341-8327. Questions regarding the application process may be directed to Human Resources Office at (916) 341-8330.

SELECTION INFORMATION: 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 workplace. 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.

OTHER RELATED INFORMATION: Applications are available at local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application form (STD. 678) is also available in several formats on the website at: <http://jobs.ca.gov>.

CALIFORNIA RELAY SERVICE:
TDD PHONE (800) 735-2929
VOICE PHONE (800) 735-2922