



# DUTY STATEMENT

CTC 613 (REV 8/14)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

**RPA-002-TAH  
FY 16/17**

EFFECTIVE DATE:

1. <b>AGENCY</b> California Tahoe Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 357-001-4708-901
2. <b>UNIT NAME</b> Legal Department	3. <b>CLASS TITLE</b> Environmental Services Intern
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. to 5:00 p.m.	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> South Lake Tahoe
6. <b>PROPOSED INCUMBENT (If known)</b> Vacant	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 357-001-4708-901

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

*The California Tahoe Conservancy's mission is to preserve, protect, restore, enhance and sustain the unique and significant natural resources and the recreational opportunities of the Lake Tahoe Basin.*

Under the direction and supervision of an Attorney IV, the Environmental Services Intern performs various legal-related tasks such as research and writing projects. The Environmental Services Intern also has an opportunity to engage in and observe many aspects of client representation and case development.

	<b>Recruiting for a 3rd-year Law Student, Summer 2017.</b>
	SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]
60%	<p><b>(E) Legal Research</b></p> <p>Provide assistance to the Attorney IV in preparing legal research and draft memoranda related to State and federal land, environmental, contract, real property and governmental law. Review and provide comments on legal documents in these areas of law involving CTC programs.</p>
20%	<p><b>(E) Contracts/Negotiation</b></p> <p>Conduct legal research to assist attorneys in the preparation for litigation and for review of legal documents including contract services, land transfers, and other documents related to legal and policy matters. Assists staff counsel with negotiating and drafting contracts and agreements using state codes, regulations, and common law principles as necessary for the implementation of real property transactions, site improvement projects, and local assistance grants.</p>
20%	<p><b>(E) Board Book Preparation</b></p> <p>Review staff recommendations and other documents prepared by CTC staff. Assist with the preparation of the California Tahoe Conservancy Board Book. Assist attorneys in preparing for meetings and accompany attorneys to provide assistance as needed.</p>

**DUTY STATEMENT**

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><u>Knowledge of:</u> Basic principles of legal research and writing. General concepts and principals in urban and environmental planning and environmental issues.</p> <p><u>Ability to:</u> Reason logically, analyze accurately, and write effectively; establish and maintain cooperative relations in the work environment; use basic computer skills, internet, email, and ability to use legal research tools.</p> <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Candidates must be enrolled in third year of law school.</li> <li>• Candidates must possess excellent legal research, writing, communication, and analytical skills.</li> <li>• Candidates should have completed courses in legal research and writing.</li> <li>• Candidates should be efficient, conscientious, and professional.</li> <li>• Candidates should have an ability to act independently, be opened minded and flexible to other ideas and solutions, and be tactful.</li> <li>• Candidates should have basic proficiency with Microsoft Office Suite.</li> </ul> <p><u>Supervision Received</u> The Environmental Services Intern is directly supervised by an Attorney IV in the Legal Department.</p> <p><u>Supervision Exercised</u> None.</p> <p><u>Personal Contacts</u> The Environmental Services Intern works cooperatively with CTC staff. May interact on the phone and in person with the public and or Board Members.</p> <p><u>Actions and Consequences</u> This position requires confidentiality and discretion due to the confidential nature of the Legal Unit. Security breaches of confidential information could result in significant cost to the CTC.</p> <p><u>Functional Requirements</u> No specific physical requirements are present: the incumbent may work up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.</p> <p><b><u>Work Environment, Physical or Mental Abilities Required To Perform Duties:</u></b></p> <ul style="list-style-type: none"> <li>• Indoor work --- using personal computer, copy, and fax machines.</li> <li>• Requires ability to effectively handle stress and meet deadlines.</li> <li>• Communication skills – both oral and written.</li> <li>• Requires appropriate dress for a professional office environment.</li> <li>• Maintain confidentiality of sensitive, labor relations issues, and personnel related work.</li> </ul>

**Who Should Apply:**

Current Law Students entering their 3<sup>rd</sup> year (Fall 2017) with an interest in environmental, real property, and public interest law.

**How to Apply:**

Visit the CalHR website: [www.calhr.ca.gov](http://www.calhr.ca.gov)

Create a CalCareer account and submit your application package electronically.

**Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position:
- Minimum Qualifications: <http://www.calhr.ca.gov/state-hr-professionals/pages/4708.aspx>
- Transcripts
- Resume is optional. It may be included, but is not required.
- Submit your application electronically through the CalCareer website: <https://jobs.ca.gov/>

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

**Human Resources Contact:** Stefanie Melendez 530-543-6014, [stefanie.melendez@tahoe.ca.gov](mailto:stefanie.melendez@tahoe.ca.gov)

**EEO Contact:** Kevin Prior 530-543-6016, [kevin.prior@tahoe.ca.gov](mailto:kevin.prior@tahoe.ca.gov)

**Final filing date: Open until filled.**

1. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Michael Steeves	SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE