

**D U T Y   S T A T E M E N T**  
**305 (1/76)**

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> Office of the Chief Counsel	<b>UNIT</b> USTS	<b>REPORTING #</b> 220	<b>DATE</b> 7-1-10
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**NAME OF EMPLOYEE (IF APPLICABLE)**

<b>CURRENT CLASSIFICATION</b> Staff Counsel	<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>
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**NAME OF SUPERVISOR**

<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Staff Counsel III (Supervisor)	<b>REVIEWED AND APPROVED BY SIGNATURE</b>
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**DESCRIPTION OF DUTIES: SUMMARIZED THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.**

% OF TIME	DUTIES
	Under the general supervision of a Staff Counsel III and an Assistant Chief Counsel, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely response to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments performing the following duties as a Staff Counsel:
50	Provide legal assistance and representation to a Regional Water Quality Control Board in all areas of water quality including permitting, enforcement, and planning and act as a liaison with the Office of the Attorney General when the Regional Board is involved in litigation.
25	Review petitions relative to the State Underground Storage Tank Cleanup Fund and provide recommendations to the Chief of the Division of Financial Assistance or the Executive Director based on these reviews. Prepare and present proposed orders to the State Board at workshops and business meetings.
15	Interpret statutes and regulations for staff, provide support for deputy attorneys general in litigation, draft and review legislation and regulations and perform other general legal research and writing as needed regarding issues surrounding the Underground Storage Tank Cleanup Fund.
10	Review petitions arising out of the State Underground Storage Tank Local Oversight Program and provide recommendations to the Executive Director based on these reviews. Prepare and present proposed orders to the State Board at workshops and board meetings and provide support for deputy attorneys general in litigation.