



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

**POSITION:** ATTORNEY, FPPC ENFORCEMENT      **POSITION NO.** 325-200-6186-006

**WORKING TITLE:** ATTORNEY, FPPC ENFORCEMENT (Prosecutions Group)

**DIVISION:** ENFORCEMENT

**SALARY:** \$7,737 - \$11,173

**FINAL FILING DATE:** September 22, 2023

### ***DUTIES AND RESPONSIBILITIES***

Investigate and prosecute alleged violations of the Political Reform Act. Typical duties include: creating investigation plans; analyzing evidence; drafting documents in connection with civil and administrative enforcement actions; proposing resolutions to the Enforcement Division Chief and/or Enforcement Division Assistant Chief; and conducting settlement negotiations. Research, prepare and write documents, including complaints, motions, discovery, settlement documents, correspondence, and all other documents necessary to bring cases to resolution. Assist with the presenting of stipulated settlements when needed.

Prepare cases for, and represent the Enforcement Division at, administrative hearings, probable cause conferences, and civil court proceedings. Appear in all of the courts of record in the state to prosecute and defend actions on behalf of the Commission.

Review complaints to determine whether a violation of the Political Reform Act has occurred. Train, assist and review work of other staff. Do other related work as assigned. Review records for disclosure to the press and public under the California Public Records Act.

Assist the Enforcement Division Chief in the development of policy for the Enforcement Division. Perform work on special projects at the direction of the Enforcement Division Chief, and/or the Enforcement Division Assistant Chief

### ***SPECIAL REQUIREMENTS***

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

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Fair Political Practices Commission's current telework policy. While FPPC supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the FPPC.

**Who May Apply:** Individuals who have eligibility for appointment to the above class (transfer, list, reinstatement).

**How to Apply:** Applications will be screened and only the most qualified candidates will be scheduled for an interview. If you wish to be considered for the position, please apply at:

<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=392155>

Or forward a State application (STD. 678) and résumé to:

Fair Political Practices Commission  
**Attn: Pennie Conroy**  
1102 Q Street, Suite 3050  
Sacramento, CA 95811