**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**OFFICE OF THE ATTORNEY GENERAL**

**DIRECTORATE DIVISION**

**OFFICE OF EXTERNAL AFFAIRS**

**INCUMBENT**:

**JOB TITLE**: Associate Governmental Program Analyst

**WORKING TITLE:** Briefing Coordinator

**STATEMENT OF DUTIES**: Under the direction of the External Affairs Director, the incumbent has responsibility to perform assignments directly related to identifying issues or policy areas to explore, collecting and analyzing information for the Attorney General, and researching and writing analyses for briefing documents for the Attorney General.

**SUPERVISION RECEIVED**: Reports to the External Affairs Director. May receive direction and assignments from the Scheduling Director.

**SUPERVISION EXERCISED**: None.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer workstation for extended periods of time.

**TYPICAL WORKING CONDITIONS**: Cubicle or open work space in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Perform technical research in a wide variety of matters that are of importance to the Attorney General. Gather data from a plethora of sources, including, but not limited to: state and federal agencies, academic resources, professional organizations and foundations; review data to ensure information collected is reliable and accurate; compile and edit data; prepare written reports; report findings in a structured, professional format; make presentations of findings to directorate/management staff. Prepare background material for the Attorney General prior to meetings and speeches. Print and prepare material needed by the Attorney General for his daily schedule. Research calendar requests submitted to the Attorney General and work with the Scheduling Office.

35% Complete special projects and studies relating to issues of importance as directed by the Attorney General and Executive management staff.

10% Organize public and private collaboration projects, which involve contacts with a wide range of public and private officials, including members of the Legislature, officers of the Executive Branch, and members of the Judiciary.

5% Work with the Executive Office Technician to purchase, maintain and stock supplies for the office. Maintain and operate all office equipment (copy machine, network printers, scanner, etc.) and provide assistance and training to office staff.

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I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee’s Name Employee’s Signature Date

Supervisor’s Name Supervisor’s Signature Date

(Rev. 4/2021)