**OFFICE OF THE ATTORNEY GENERAL**

**DEPARTMENT OF JUSTICE**

**OFFICE OF GENERAL COUNSEL**

**DUTY STATEMENT**

**NAME:**

**POSITION NUMBER:** 420-xxx-7500-xxx

**CLASSIFICATION:** Career Executive Assignment (CEA), Level C

**JOB TITLE:** General Counsel

**STATEMENT OF DUTIES:** The General Counsel serves as a high-level policy advisor, lead in-house legal advisor to the Attorney General and Chief Deputy Attorney General and is responsible for planning, organizing, and directing the work of the Office of General Counsel (OGC). The OGC would be primarily responsible for: mitigating legal risks and costs and ensuring compliance with applicable laws and ethical obligations across the Department; and serving as a clearinghouse for the provision of legal advice to the Department’s various programs and bureaus.

**SUPERVISION RECEIVED:** Under the direction of the Chief Deputy Attorney General. May also receive direction from the Attorney General.

**SUPERVISION EXERCISED:** Directs the work of the OGC staff. Provides direction and guidance to the OGC’s Senior Assistant Attorney General (SAAG) and Chief Information Security Officer (CISO).

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to twenty-five pounds. Occasional statewide travel may be required.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed windowed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

30% Plans, organizes, and directs the work of the OGC, with responsibility for compliance and risk-management functions throughout the Department, including but not limited to the following areas: information security, storage, and disclosure; professional ethics; financial conflicts and other government ethics requirements; regulations; the Public Records Act; the Administrative Procedure Act; the Bagley-Keene Act’s open meeting requirements; document retention and preservation, and ethical obligations in civil and criminal discovery; service deputy; public contracting; public finance; advising Department-related bodies; advising grant programs managed by the Department; and drafting and reviewing inter-agency agreements and memorandums of understanding.

25% Assists and advises the Attorney General and Chief Deputy Attorney General on the development and implementation of policies related to the provision of legal advice, services, and direction to Department programs outside the Legal Division (including the Division of Operations, the Division of Law Enforcement, and the Criminal Justice Information Services Division); ensures and coordinates compliance across the Department with these policies; directs and oversees the provision of legal advice, services, and direction to programs outside the Legal Division.

20% Serves as the Department’s lead in-house legal advisor on highly complex and sensitive matters.

15% Participates in executive staff meetings to discuss and resolve organization-wide issues relating to the Office of the Attorney General, and directs informational activities within the office, such as preparation of status reports.

10% Supervises the preparation of and manages the OGC’s budget.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee Signature Date Supervisor Signature Date