**NAME:** Name

**CLASSIFICATION:** Deputy Attorney General Supervisor

**STATEMENT OF DUTIES:** Attorneys within the Antitrust Law Section of the Public Rights Division conduct investigations of the most difficult and sensitive potential criminal and civil violations under state and federal law. The Deputy Attorney General Supervisor directs and monitors the work of a team of subordinate attorneys, may directly supervise analysts and research data specialists and directs the work of support staff; evaluates the performance of subordinate attorneys, analysts and research data specialists; provides training to subordinate attorneys, analysts and research specialists; handles general administrative matters; interviews and selects, or actively participates in the interview and selection process for, subordinate attorneys, analysts, and research specialists; and personally performs the most difficult and complex legal work related to jury trials, bench trials, writs, appeals, and administrative hearings, which requires the highest level of independent judgment.

**SUPERVISION RECEIVED:** Under the general supervision of the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief Deputy Attorney General, and the Attorney General.

**SUPERVISION EXERCISED:** Reviews and monitors the work of a team of legal professionals that includes Deputy Attorneys General and may include analysts and research specialists.

**TYPICAL PHYSICAL DEMANDS:** Deputy Attorney General Supervisors may be required to be physically present in the office and may be required to sit at a computer terminal while performing research and other duties for up to eight hours a day. May be required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds may be required.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, an interior or exterior office or workspace in a high-rise building and a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

50% Provides proactive, hands-on supervision to a team of legal professionals that includes Deputy Attorneys General and that may include analysts and research specialists; assists, and monitors subordinate attorneys, analysts and research specialists in planning for and carrying out the most complex and difficult litigation; participates in all phases of the work of the legal and analytical professionals supervised; plans the distribution of work and reviews attorney, analyst, and/or research specialists work product.

25% Performs the most difficult legal work related to jury trials, bench trials, writs, appeals, and administrative hearings; often is the lead attorney on a trial team assigned to the most difficult and complex cases, including class actions; appears before various federal and state courts and administrative bodies on the most difficult and sensitive cases, and may appear in the highest levels of the appellate courts; advises various legal jurisdictions, public officials and representatives of public agencies on legal issues; conducts or supervises special investigations of the most sensitive or difficult nature; drafts and analyzes legislative measures and regulations.

25% Handles a variety of general administrative matters; evaluates the performance of subordinate attorneys, analysts, and research specialists, including via probation reports and annual appraisals; assists in the recruitment process for new attorneys, analysts, and research specialists.

**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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Supervising Deputy Attorney General Senior Assistant Attorney General