

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
OFFICE OF THE SOLICITOR GENERAL
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-079-7500-xxx

CLASSIFICATION: Career Executive Assignment (C.E.A.), Level C

JOB TITLE: Solicitor General

CBID: M01

STATEMENT OF DUTIES: The Solicitor General is selected by the Attorney General and serves as the chief appellate attorney for the Department of Justice. The Solicitor General becomes personally involved in selected matters and manages the Office of the Solicitor General (OSG). OSG participates in discretionary appellate litigation decisions, such as whether to seek review by the United States or California Supreme Court; prepares or oversees the preparation of petitions, briefs, and other papers filed in courts of last resort and other appellate courts; and takes a lead role in briefing and arguing selected appeals in state and federal courts, including in many of the Department's most complex or sensitive appellate matters. The Solicitor General may determine the staffing, direct the briefing process, and make or assign the oral argument for any matter in any appellate court. Other functions include fostering consultation and consistency on important legal issues and promoting excellence in appellate practice throughout the Department. The Solicitor General also oversees the Department's statewide Opinion Unit, which drafts formal opinions on questions of law submitted by certain public officers, manages the review of quo warranto applications and supervision of related litigation, and may provide other legal analysis and advice.

SUPERVISION RECEIVED: Under the general direction of the Attorney General and the Chief Deputy to the Attorney General.

SUPERVISION EXERCISED: Supervises the Principal Deputy Solicitor General, the Senior Assistant Attorney General (SAAG) for the Opinion Unit, and the Executive Assistant to the Solicitor General. Leads, directs, and selectively reviews the work of other attorneys and staff in OSG and the Opinion Unit and of others in the Department working on appellate or related matters.

TYPICAL PHYSICAL DEMANDS: May be required to be physically present in the office and may be required to sit at a computer 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:

- 25% Participate personally and substantially in the briefing of especially complex or sensitive appellate matters. Provide personal leadership, guidance, and review of varying degrees for other appellate litigation handled by attorneys in OSG or elsewhere in the Department. Help other attorneys prepare for oral argument in significant matters. Consult with other Department leaders and exercise discretion concerning when and how to determine the staffing, direct the briefing process, and assign the oral argument for any matter in any appellate court.
- 20% Lead and participate in OSG's involvement in discretionary appellate litigation decisions, including whether to seek review by the United States or California Supreme Court, whether to file or join amicus curiae briefs, and what legal arguments to advance in matters handled by the Department. Participate personally in other work of OSG, including advising on or coordinating the development of Department positions on broadly significant or frequently recurring issues. Coordinate the handling of especially complex or sensitive legal matters with other Department leaders, client agencies, and the Governor's Office of Legal Affairs.
- 15% Serve as part of the Department's Executive Management team. Work with other Department leaders, including the Chief Assistant Attorneys General of the Legal Divisions, to foster communication and good relationships, maintain and enhance quality in the litigation of appellate matters throughout the Department, discuss staffing and management for particular appellate matters, and address other organizational matters affecting the work of OSG or the Opinion Unit.
- 15% Oversee the development of appropriate templates, styles, forms, training materials, and other resources for appellate litigation for use by OSG and throughout the Department. Lead the establishment and operation of Department-wide systems for overseeing appellate matters. Ensure that OSG functions as an effective resource for attorneys throughout the Department on matters of appellate practice and procedure, including through participation in moot courts. Attend meetings, participate in presentations, develop relationships, and engage in other appropriate activities involving appellate courts, the appellate bar, or outside groups such as the National Association of Attorneys General.
- 15% Provide leadership, direction, and oversight for the Opinion Unit. Work with the SAAG for that Unit in assessing current functions, systems, and performance and recommending and implementing any desirable enhancements.

- 5% Personally prepare for and deliver oral argument in especially complex or sensitive matters in the United States Supreme Court, the California Supreme Court, the federal courts of appeals, or other appellate courts.
- 5% Handle a variety of general administrative matters. Oversee attorney and staff performance evaluations. Oversee recruitment of new attorneys and support staff and the provision of appropriate supervision and training.

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.

Employee Signature
Solicitor General

Date

Supervisor Signature
Chief Deputy Attorney General

Date

Revised 7/2025