

**OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION
DUTY STATEMENT**

EMPLOYEE NAME:

POSITION NUMBER: 420-217-7500-001

CITY: San Diego

JOB TITLE: Senior Assistant Attorney General (SAAG)

CLASSIFICATION: Career Executive Assignment (CEA), Level B

STATEMENT OF DUTIES: Plan, organize and direct the San Diego Office of the Appeals, Writs and Trials (AWT) Section within the Criminal Law Division; develop policies and procedures with regard to the program; represent the Attorney General before the courts, the legislature, the public, other governmental agencies, and the Governor's Office; and advise the Chief Assistant Attorney General, and when appropriate, the Attorney General of legal and non-legal issues which impact the Department of Justice.

SUPERVISION RECEIVED: Under the direction of the Chief Assistant Attorney General and administrative direction of the Chief Deputy Attorney General.

SUPERVISION EXERCISED: Provides direction to Deputy Attorney General Supervisors, Deputy Attorneys General, paralegal, and support staff.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to twenty pounds.

ADDITIONAL REQUIREMENTS: Must possess a valid California driver's license or California Identification Card. On any alternative work day, must be available by telephone to address any departmental emergencies.

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

ESSENTIAL FUNCTIONS:

25% Provides functional and administrative supervision to the Deputy Attorney General Supervisors, Deputy Attorneys General, paralegal, and support staff working the San Diego Office of the Appeals, Writs and Trials Section.

- 25% Serves as a technical expert and primary legal advisor to the Attorney General with regard to the San Diego Office of the Appeals, Writs and Trials Section; and consults with the Chief Assistant Attorney General in the development and formulation of legal and litigation policy and program objectives, personnel management and employee utilization.
- 15% Coordinates the work of the San Diego Office of the Appeals, Writs and Trials Section, with regard to issues crossing section and divisional lines, with that of the other legal programs.
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation.
- 10% Coordinates the work of the Appeals, Writs and Trials Section with that of local jurisdictions.
- 10% Plans the distribution of work and reviews attorney work product to ensure consistent application of departmental policies and procedures.
- 5% Identifies needs for resources necessary to carry out the mission of the Section and develop plans for recruitment of new staff.

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

Date

Supervisor Signature

Date