

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION**

NAME:

CITY:

Deputy Attorney General

JOB TITLE:

STATEMENT OF DUTIES:

Deputy Attorneys General in the Appeals, Writs and Trials Section perform legal work in the Criminal Law Division. The duties of the Deputy Attorney General progress from the simplest work in the least sensitive of criminal matters, to more complex, sensitive, difficult and varied legal work as Deputies advance from Range A through Range D.

SUPERVISION RECEIVED:

Under the direction of a Supervising Deputy Attorney General.

SUPERVISION EXERCISED:

None.

TYPICAL PHYSICAL DEMANDS:

Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

TYPICAL WORKING CONDITIONS:

Enclosed interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 26% Reviews and summarizes the record in a variety of progressively difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 26% Conducts legal research pertinent to a variety of progressively difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 26% In strict adherence with all court-imposed deadlines, analyzes and addresses in writing legal issues presented in progressively difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 10% Consistent with an increasing level of experience, works up and presents cases for criminal trial (jury and nonjury) and associated proceedings, including in capital matters. Presents oral argument in progressively difficult state criminal appellate court and federal habeas corpus assignments; travel to remote areas for assignments may be required.

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION**

NAME:

CITY:

JOB TITLE: Deputy Attorney General

MARGINAL FUNCTIONS:

- 6% Advises staff members, various legal jurisdictions, public officials, and representatives of public agencies on legal issues.
- 3% Drafts and analyzes legislative measures and regulations.
- 3% Conducts special investigations.

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's Signature Date

Supervisor's Signature Date

Employee's printed name

Supervisor's printed name

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION**

NAME:

CITY:

JOB TITLE: Deputy Attorney General III

STATEMENT OF DUTIES: Performs legal work in the Criminal Law Division.

SUPERVISION RECEIVED: Under the direction of a Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 24% With minimal supervision, reviews and summarizes the record in very difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 24% With minimal supervision, conducts legal research pertinent to more difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 24% In strict adherence with all court-imposed deadlines, and with minimal supervision, analyzes and addresses in writing legal issues presented in very difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 10% Consistent with a moderate level attorney and minimal supervision, works up and presents cases for criminal trial (jury and nonjury) and associated proceedings, including in capital matters. Presents oral argument in more difficult state criminal appellate court and federal habeas corpus assignments; travel to remote areas for assignments may be required.
- 10% Advises staff members, various legal jurisdictions, public officials, and representatives of public agencies on legal issues.

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION**

NAME:

CITY:

JOB TITLE: **Deputy Attorney General III**

MARGINAL FUNCTIONS:

5% Conducts special investigations of a more sensitive or difficult nature.

3% Drafts and analyzes legislative measures and regulations.

I have read and understand the essential functions and typical 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 Signature

Date

Supervisor's Signature

Date

(CURRENT)
DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION

NAME:

CITY:

JOB TITLE: Deputy Attorney General IV

STATEMENT OF DUTIES: Performs legal work in the Criminal Law Division.

SUPERVISION RECEIVED: Under the direction of a Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 24% With minimal supervision, reviews and summarizes the record in the most difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 24% With minimal supervision, conducts legal research pertinent to the most difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 24% In strict adherence with all court-imposed deadlines, and with minimal supervision, analyzes and addresses in writing legal issues presented in the most difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 10% Consistent with an advanced level attorney and minimal supervision, works up and presents cases for criminal trial (jury and nonjury) and associated proceedings, including capital matters. Presents oral argument in the more difficult state criminal appellate court and federal habeas corpus assignments; travel to remote areas for assignments may be required.
- 10% Advises staff members, various legal jurisdictions, public officials, and representatives of public agencies on legal issues.

(CURRENT)
DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION

NAME:

CITY:

JOB TITLE: **Deputy Attorney General IV**

MARGINAL FUNCTIONS:

5% Conducts special investigations of the most sensitive or difficult nature.

3% Drafts and analyzes legislative measures and regulations.

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's Signature

Date

Supervisor's Signature

Date

(CURRENT)
DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION

NAME:

CITY:

JOB TITLE: Deputy Attorney General V

STATEMENT OF DUTIES: Performs legal work in the Criminal Law Division.

SUPERVISION RECEIVED: Under the direction of a Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 24% Independently reviews and summarizes the record in the most difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 24% Independently conducts legal research pertinent to the most difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 24% In strict adherence with all court-imposed deadlines, and with minimal supervision, analyzes and addresses in writing legal issues presented in the most difficult state criminal appellate court and federal habeas corpus assignments, including capital matters.
- 10% Consistent with an advanced level attorney and minimal supervision, works up and presents cases for criminal trial (jury and nonjury) and associated proceedings, including capital matters. Presents oral argument in the most difficult state criminal appellate court and federal habeas corpus assignments; travel to remote areas for assignments may be required.
- 10% Advises staff members, various legal jurisdictions, public officials, and representatives of public agencies on legal issues.

(CURRENT)
DUTY STATEMENT
DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
APPEALS, WRITS AND TRIALS SECTION

NAME:

CITY:

JOB TITLE: **Deputy Attorney General V**

MARGINAL FUNCTIONS:

5% Conducts special investigations of the most sensitive or difficult nature.

3% Drafts and analyzes legislative measures and regulations.

I have read and understand the essential functions and typical 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 Signature

Date

Supervisor's Signature

Date