

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
POLICE PRACTICES SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV (DAG IV)

STATEMENT OF DUTIES: The DAG IV performs the more complex and sensitive legal work in the Police Practices Section. Deputies in the section execute their duties for the Attorney General and will conduct a variety of investigations, bring civil and potentially criminal actions, publish public reports regarding issues relating to constitutional policing in California, and support the Section's responsibilities for implementing Assembly Bill 1506 and other law enforcement-related enactments and mandates. The Deputy Attorney General will be responsible for helping the section safeguard the public's interest in law enforcement that provides public safety while complying with all appropriate federal and state statutory and regulatory requirements, as well as best practices. The Deputy Attorney General will also work on issues outside of these areas in cross-sectional teams addressing a variety of other issues as well as to provide advice to the clients of the Attorney General's Office and the Department of Justice's Division of Law Enforcement and the California Justice Information Services Division.

In addition to the above, the incumbent in a DAG IV position manages a very substantial and more complex workload and is able to produce high-quality work under short timeframes on cases that may involve high-profile issues, including with little precedent. The DAG IV exercises a very high level of independent judgment, must keep professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG IV is expected to serve as a resource for less-experienced Deputies in the Section in order to facilitate their learning, both as an attorney and as an employee of the Attorney General's Office.

SUPERVISION RECEIVED: Under the general supervision of the Supervising Deputy Attorney General and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for six to eight hours or more each day. May be required to lift up to 25 pounds in weight. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

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

ESSENTIAL FUNCTIONS:

40% Analyzes the more complex and sensitive legal problems, performs factual and legal research, and prepares legal and other documents or reports, including memoranda, pleadings, motions, briefs, offensive and defensive discovery, subpoenas, settlement agreements, court orders, and regulations, at all levels of state and federal trial and appellate courts, all of which may include innovative theories and the specialization in

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police practices-related law. Keeps supervisors apprised of case developments. Ensures that written work accurately represents legal authority and uses appropriate citation form; timely submits written work product for review by supervisors; works closely with supervisor; refers all media inquiries to press office and discusses matters with supervisors and press office to facilitate press office's response.

- 30% Performs civil rights investigations and prepares and litigates cases before state and federal trial and appellate courts on behalf of the Attorney General in difficult and more complex matters in the Police Practices Section, and in collaboration with other sections in the office. Appears in state and federal trial and appellate courts on behalf of agency clients and/or the Attorney General. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.
- 15% Analyzes proposed legislation, consults with other sections on policy matters, and engages in public outreach and education activities, including assisting in the publication of materials and guidance related to police practices and other such tasks as required by deputies in the course of representing the Attorney General and client agencies in the area of civil rights. Assists in responding to Public Records Act, Public Inquiry, and other requests.
- 10% Prepares of amicus curiae briefs on important civil rights issues in cases before state and federal appellate courts. Coordinates amici support on cases litigated by the office at the trial and appellate levels.
- 5% Other duties as assigned, including but not limited to participating in various interagency working groups, meetings with members of the public, or community organizations and responding to communications or inquiries from members of the public.

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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Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CIVIL RIGHTS ENFORCEMENT SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III (DAG III)

STATEMENT OF DUTIES: The DAG III performs complex and sensitive legal work in the Police Practices Section. Deputies in the section execute their duties for the Attorney General and conduct a variety of investigations, bring civil and potentially criminal actions, publish public reports regarding issues relating to constitutional policing in California, and support the Section's responsibilities for implementing Assembly Bill 1506 and other law enforcement-related enactments and mandates. The DAG III is responsible for helping the section safeguard the public's interest in law enforcement that provides public safety while complying with all appropriate federal and state statutory and regulatory requirements, as well as best practices. The DAG III also works on issues outside of these areas in cross-sectional teams addressing a variety of other issues as well as to provide advice to the clients of the Attorney General's Office and the Department of Justice's Division of Law Enforcement and the California Justice Information Services Division.

In addition to the above, the DAG III manages a substantial workload of difficult nature and produces high-quality work under short timeframes on cases that may involve high-profile issues, including with little precedent. The DAG III exercises a high level of independent judgment, keeps professional skills and knowledge current, and is aware of and committed to performing in accord with the highest ethical and professional standards. The DAG III may serve as a resource for less-experienced Deputies in the Section in order to facilitate their learning, both as an attorney and as an employee of the Attorney General's Office.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for six to eight hours or more each day. May be required to lift up to 25 pounds in weight. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

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

ESSENTIAL FUNCTIONS:

40% Analyzes difficult and sensitive legal problems, performs factual and legal research, and prepares legal and other documents or reports, including memoranda, pleadings, motions, briefs, offensive and defensive discovery, subpoenas, settlement agreements, court orders, and regulations, at all levels of state and federal trial and appellate courts, all of

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which may include innovative theories and the specialization in police practices-related law. Keeps supervisors apprised of case developments. Ensures that written work accurately represents legal authority and uses appropriate citation form; timely submits written work product for review by supervisors; works closely with supervisor; refers all media inquiries to press office and discusses matters with supervisors and press office to facilitate press office's response.

- 30% Performs civil rights investigations and prepares and litigates cases before state and federal trial and appellate courts on behalf of the Attorney General in difficult and complex matters in the Police Practices Section, and in collaboration with other sections in the office. Appears in state and federal trial and appellate courts on behalf of agency clients and/or the Attorney General. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.
- 15% Analyzes proposed legislation, consults with other sections on policy matters, and engages in public outreach and education activities, including assisting in the publication of materials and guidance related to police practices and other such tasks as required by deputies in the course of representing the Attorney General and client agencies in the area of civil rights. Assists in responding to Public Records Act, Public Inquiry, and other requests.
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- ☐ 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

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with my supervisor.

Name	Date
Deputy Attorney General	

Name	Date
Supervising Deputy Attorney General	