

**OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
CORRECTIONAL LAW SECTION  
DUTY STATEMENT**

**EMPLOYEE NAME:**

**POSITION NUMBER:** 420-281-7500-xxx

**JOB TITLE:** Senior Assistant Attorney General

**CLASSIFICATION:** Career Executive Assignment (CEA), Level B

**CBID:** M01

**STATEMENT OF DUTIES:** Under the administrative direction of the Chief Deputy Attorney General (CDAG), and the administrative and legal direction of the Chief Assistant Attorney General (CAAG) for the Civil Law Division, the Senior Assistant Attorney General (SAAG) plans, directs, and organizes the Correctional Law Section within the Division of Civil Law within the Office of the Attorney General Department of Justice; develops policies and procedures with regard to Correctional Law; represents clients, including the California Department of Corrections and Rehabilitation and its state employees before the courts; and advises the Attorney General on legal issues impacting the Department of Justice. The SAAG is a proactive manager of the section, including providing guidance and leadership to the section's management team made up of Deputy Attorney General Supervisors (SDAGs). The SAAG is responsible for ensuring that the section is providing effective, efficient, and high-quality legal work. The SAAG works cooperatively with others in the office to ensure that the mission of the Department of Justice is followed.

**SUPERVISION RECEIVED:** Under the general supervision of the CAAG for Civil Law Division, the Chief Deputy Attorney General and the Attorney General.

**SUPERVISION EXERCISED:** Supervise supervisory and rank-and-file staff in the Correctional Law Section, including Deputy Attorney General Supervisors, Deputy Attorneys General, and various paralegal classifications.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research and other duties up to six hours a day and may be required to travel to out-of-town or out-of-state hearings, court locations or federal or state agencies, which require overnight travel. The 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 enclosed interior or exterior window office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

25% Provides functional supervision and strategic vision to staff of various levels, including analysts, paralegals, Deputy Attorneys General, and Deputy Attorney General Supervisors in five geographical locations, working in the Correctional Law Section. This encompasses staff working in litigation and general representation of the section's client agencies. . Makes decisions in highly sensitive and complex legal matters related to the work on the section.

- 25% Serves as technical expert and primary legal advisor to the Attorney General with regard to oversight of the Correctional Law Section. Consults with the CDAG and the CAAG in the development and formulation of legal and litigation policy and program objectives, personnel management, and employee utilization.
- 15% Coordinates the work of the Correctional Law Section when issues arise crossing unit or divisional lines with as appropriate. Works collaboratively with other SAAGs, ensuring appropriate lines of communication are followed.
- 15% Completes administrative responsibilities, including personnel matters, monthly case reporting, annual performance appraisals, reviewing monthly Case Management Section reports and section billings, identifying the need for resources necessary for the mission of the section, and developing plans for recruitment of new staff.
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation. Works with SDAGs in planning the distribution of work and reviewing attorney work product to ensure consistent application of departmental policies and procedures.
- 10% Coordinates the work of the Correctional Law Section with local jurisdictions, the California Department of Corrections and Rehabilitation, and other State departments as appropriate.

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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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Employee Signature                      Date  
Senior Assistant Attorney General

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Supervisor Signature                      Date  
Chief Assistant Attorney General