

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
OFFICE OF GENERAL COUNSEL
PUBLIC RECORDS ACT UNIT**

JOB TITLE: Deputy Attorney General Range A-B

STATEMENT OF DUTIES:

The Office of General Counsel (OGC) within the Department of Justice is primarily responsible for mitigating legal risks and costs; ensuring compliance with applicable laws and ethical obligations across the Department; overseeing the development of Department policies and procedures; and serving as a clearinghouse for the provision of legal advice to the Department's various programs and bureaus. The Public Records Act Unit within the Office of General Counsel has special responsibility for providing legal advice and representation to the Attorney General, other state constitutional officers, every division within the Department of Justice, and various other state agencies and departments concerning the California Public Records Act. The attorneys advise on, coordinate, and handle responses to Public Records Act requests, and they litigate Public Records Act matters. Attorneys in the Unit may also be assigned to other matters that are within the responsibility of the Office of General Counsel, including but not limited to matters related to record preservation, data security, protection of personally identifiable information and other confidential data, various matters related to the Department's non-legal programs (such as the Division of Law Enforcement, Criminal Justice Information Services, Communications, and Operations), contracting, ethics issues, and promulgation of regulations.

Deputy Attorneys General in Range A are qualified to practice law in California and have the ability to perform the routine legal work of the section. Deputy Attorneys General in Range B have the ability to handle the routine legal work of the section as well as the more complex and sensitive legal work in this class. They also are expected to exercise a greater degree of independent judgment. Deputy Attorneys General in both ranges manage an increasingly challenging workload and produce high-quality work product, sometimes under tight deadlines. They also become increasingly effective oral advocates. Deputy Attorneys General represent the section's clients on legal matters, are assigned litigation, and may work on cases that may be appealed to the highest courts. Deputy Attorneys General may direct, monitor, and oversee the work of paralegals.

SUPERVISION RECEIVED: Deputy Attorneys General work under the supervision of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In a particular matter, the Deputy Attorney General Supervisor or Senior Assistant Attorney General may designate another supervisor/manager to oversee the work of the deputy.

OVERSIGHT EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to twenty-five pounds may be required. Occasional statewide travel may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. While teleworking, OGC attorneys must work in compliance with the office's Telework Program Policy and Procedural Guide and any applicable OGC telework policies. May be required to work over eight hours a day and/or on weekends/holidays as required by operational needs.

DUTIES (Essential Functions)

- 45% Provides research, analysis, and sound advice on challenging matters related to public records, including formal and informal legal advice, both verbally and in writing, in light of evolving technology and relevant constitutional and statutory privacy considerations; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form.
- 15% Provides increasingly effective advice and counsel regarding other matters that are within the responsibility of the Office of General Counsel.
- 10% Effectively manages an increasingly challenging trial court caseload, while meeting all deadlines; investigates facts and analyzes evidence; develops litigation plans, trial themes, and trial strategies; efficiently prepares and responds to pleadings, petitions, motions, writs, briefs, memoranda, written discovery requests (including e-discovery), evidentiary objections, settlement offers, other legal documents, and correspondence (including emails); retains consultants; retains and prepares expert witnesses for trial; takes and defends depositions; prepares witnesses for trial; prepares for mediation or other resolution; prepares for trial including, as necessary, by participating in mock trials or moot courts; examines and cross-examines witnesses; prepares jury instructions and verdict forms.
- 10% Strategizes with supervisors, other deputies, and clients on case issues; coordinates with the Office of the Solicitor General as necessary; follows the Department of Justice policies, procedures, and guidelines in the handling of cases; efficiently researches and analyzes the legal issues at hand; efficiently produces high-quality work product, sometimes under tight deadlines, that is legally and factually accurate, persuasive, and written with proper tone; timely submits work product for review by supervisors and clients; keeps supervisors and clients apprised of case developments; timely responds to client inquiries; advises clients on the estimated costs of litigation, the policy implications of litigation, and the risks and benefits of settlement; engages in mediation and settlement negotiations as appropriate.
- 10% Performs various administrative functions including: timely calendars deadlines, case events, travel, and leave; timely enters case information (including documents) in ProLaw and ensures that case information, milestones, and deadlines are kept up to date; timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely, and timely records leave in Workday; completes mandatory training and takes advantage of professional training opportunities; provides mentoring and training to paralegals and interns; participates in the hiring of deputies and paralegals as requested;

attends section meetings and assists with the meetings as requested; timely files necessary paperwork to obtain approval to, e.g., hire expert witnesses, travel out of state, and take certain actions (e.g., file an amicus brief); effectively uses video-conferencing and other work-related technology.

- 5% Provides research, analysis, and sound advice on increasingly challenging special legal assignments, projects, and other tasks, such as analyzing proposed legislation and regulations; conducts related legal and other research.
- 5% Effectively handles appellate litigation that is increasingly challenging, while meeting all deadlines; efficiently prepares and responds to petitions, motions, writs, briefs, memoranda, other legal documents, and correspondence (including emails); participates in moot courts to prepare for oral argument and serves as moot court judge for other attorneys.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of the areas of law handled by the section.
- Knowledge of: (a) the laws, rules, and guidelines governing professional conduct and conflicts of interest, including professional and financial conflicts of interest and conflicts between clients, (b) duties and powers of the California Attorney General, (c) principles of administrative and constitutional law, (d) rules of evidence and civil procedure, (e) rules of court, (f) rules governing the conduct of proceedings before administrative bodies, and (g) the Department of Justice policies, procedures, and guidelines.
- Ability to handle all aspects of trial court litigation, administrative proceedings, and appellate litigation, and to effectively advocate the client's position in court and before administrative bodies.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to efficiently complete research (including through use of online resources), and to efficiently produce work product that is legally and factually accurate, persuasive, and written with proper tone.
- Ability to efficiently review and organize voluminous paper and electronically stored documents, including through use of litigation software.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to exercise good judgment and to work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.
- Ability to effectively use ProLaw to manage case files and ensure prompt and accurate billing to clients, and to effectively use Workday.

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

Typed or Printed Name

Typed or Printed Name