

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
OFFICE OF THE SOLICITOR GENERAL
OPINION UNIT
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-021-7500-002

JOB TITLE: Senior Assistant Attorney General

CLASSIFICATION: Career Executive Assignment (CEA), Level B

STATEMENT OF DUTIES: Under the administrative and legal direction of the Chief Deputy Attorney General and the Principal Deputy Solicitor General, the Senior Assistant Attorney General (SAAG) plans, organizes and directs the work of the statewide Opinion Unit. The Opinion Unit carries out the Attorney General's responsibilities under Government Code section 12519 to provide written opinions to designated public officers on questions of law. The SAAG serves as the primary legal advisor to the Attorney General and to members of the Legislature, the Governor, the heads of state agencies, district attorneys, county counsel, city attorneys, sheriffs, and the Judicial Council on questions of law submitted by public officials for the Attorney General's consideration.

The Unit also administers quo warranto applications filed by private attorneys pursuant to Code of Civil Procedure sections 803-810. When an application is granted, allowing suit against a public official, agency, or franchisee, the SAAG will direct a member of the Unit who will be assigned to supervise the litigation.

SUPERVISION RECEIVED: Under the general direction of the Principal Deputy Solicitor General, the Chief Deputy Attorney General and the Attorney General.

SUPERVISION EXERCISED: Supervise the deputy attorney general supervisor, deputy attorneys general, and administrative staff in the Opinion Unit.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to four to six hours a day. Regular in-state travel is required and occasional out-of-state travel. Ability to lift up to 25 pounds.

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:

20% Develops, establishes, and implements policies and programs related to the interpretation of law in response to inquiries submitted by designated state and local public officials and

government agencies; and manages large legal programs which directly impact the public, various state agencies, the Legislature, and the Governor's Office.

- 20% Meets and confers with various stakeholder groups throughout California, as well as on a national basis, on behalf of the Attorney General. Develops relationships with: legislators, legislative staff, and staff counsel; managers and counsel in every kind of state agency; district attorneys; judges, county counsel and county administrators; private counsel; corporate counsel; academics; professional organizations; private-sector experts; and counsel in other States and the federal government, both directly and through the National Association of Attorneys General.
- 20% Provides oversight of a team of legal professionals that include a Deputy Attorney General Supervisor, Deputy Attorneys General, and administrative staff; participates in all phases of the work of the legal professionals; supervises, plans, organizes, directs, reviews and monitors the work of the Opinion Unit; and assists subordinate staff in planning for and carrying out the most complex and difficult opinion requests, ensuring consistent application of departmental policies and procedures.
- 15% Has principal responsibility for personnel management and employee utilization within the section; evaluates performance of the Deputy Attorney General Supervisor, Deputy Attorney General, and administrative staff; identifies resources needed to carry out responsibilities and mission of the Opinion Unit; and assists in the recruitment process for new attorneys and support staff.
- 15% Handles a variety of general administrative matters; prepares annual budget requests; and performs ongoing programmatic monitoring and reporting functions.
- 10% Administers, supervises and directs all aspects of quo warranto court proceedings undertaken by individuals who have been granted leave to sue.

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

Rev. 10/2025