

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CONSUMER LAW SECTION**

NAME:

JOB TITLE: Deputy Attorney General IV

STATEMENT OF DUTIES: Performs the most difficult legal work in the Consumer Law Section of the Public Rights Division relating to unfair or unlawful acts and practices of businesses which may adversely affect consumers, particularly vulnerable consumers, or which may adversely affect businesses complying with the law. Areas in which cases are brought, include, but are not limited to, predatory lending and other financial services; false advertising; consumer privacy and intellectual property rights; the purchase of goods on the basis of multiple or deferred payments; unfair practices related to consumer lending, consumer finance, and consumer debt collection; and actions adversely affecting consumers facing bankruptcy. Duties include, but are not limited to, preparing for and litigating cases before state and federal trial and appellate courts; persuasive written and oral advocacy in courtroom and other settings; negotiation; conducting investigations and discovery proceedings; performing a variety of the more difficult legal and other research; working with district attorneys throughout California, and with attorneys general in other states in joint investigations and actions, and with state and federal agencies in investigations and consumer protection projects. May review/oversee the work of others.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General or a Supervising Deputy Attorney General in the Consumer Law Section.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: May sit at a computer terminal while performing research, drafting or editing pleadings and other court documents, communicating with other deputies in the Attorney General's Office and with law enforcement agencies and performing other duties. May occasionally lift court exhibits, files and laptop computers up to 25 lbs. May be required to travel to various places to investigate companies, litigate, or represent the office at seminars and meetings.

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

ESSENTIAL FUNCTIONS:

- 40% Litigate in state and federal trial and appellate courts using written and oral advocacy. Prepare the most difficult pleadings and briefs for trial and appellate courts including summary judgment motions, party appellate briefs, amicus curiae briefs, settlement conference statements, trial briefs, proposed statements of decision, and motions in limine. Prepare for and conduct all post-filing discovery including interrogatories, depositions, and request for admissions. Prepare for and participate in settlement conferences. Appear and participate in oral advocacy for all aspects of the cases. Appearances include traveling to and from court or other appearances.
- 40% Investigate potential violations of consumer laws by issuing investigative subpoenas; conducting pre-filing discovery and research; interviewing witnesses; preparing for and conducting pre-filing depositions; organizing documents and research; preparing case presentation; and conducting online legal and other investigative research. Investigation includes traveling to and from various locations where documents, witnesses, or other relevant material may be located.
- 10% Work with district attorneys throughout California and other states, and with attorneys general in other states in joint investigations and actions, and with state and federal agencies in investigations and consumer protection projects. Interaction with these groups includes traveling to, appearing at, and speaking at conferences and meetings.

MARGINAL FUNCTIONS:

- 5% Draft and analyze legislative measures and regulations related to the Consumer Law Section.
- 5% Respond to a variety of inquiries both written and oral from internal and external sources regarding current and past cases; consumer complaints; and issues of interest to consumers, business, and the media. Work with all forms of media regarding press inquiries and consumer education. Interact with consumer groups and other advocacy groups regarding matters of public interest including traveling to, appearing at, and speaking at public events and responding to written and oral inquiries.

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.

First/Last Name
Employee Signature

Date

First/Last Name
Supervisor Signature

Date

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CONSUMER LAW SECTION**

NAME:

JOB TITLE: Deputy Attorney General III

STATEMENT OF DUTIES: Performs difficult legal work in the Consumer Law Section of the Public Rights Division relating to unfair or unlawful acts and practices of businesses which may adversely affect consumers, particularly vulnerable consumers, or which may adversely affect businesses complying with the law. Areas in which cases are brought, include, but are not limited to, predatory lending and other financial services; false advertising; consumer privacy and intellectual property rights; the purchase of goods on the basis of multiple or deferred payments; unfair practices related to consumer lending, consumer finance, and consumer debt collection; and actions adversely affecting consumers facing bankruptcy. Duties include, but are not limited to, preparing for and litigating on difficult cases before state and federal trial and appellate courts; persuasive written and oral advocacy in courtroom and other settings; negotiation; conducting investigations and discovery proceedings; performing a variety of difficult legal and other research; working with district attorneys throughout California, and with attorneys general in other states in joint investigations and actions, and with state and federal agencies in investigations and consumer protection projects.

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

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May sit at a computer terminal while performing research, drafting or editing pleadings and other court documents, communicating with other deputies in the Attorney General's Office and with law enforcement agencies and performing other duties. May occasionally lift court exhibits, files and laptop computers up to 25 lbs. May be required to travel to various places to investigate companies, litigate, or represent the office at seminars and meetings.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior window office in a smoke-free environment

ESSENTIAL FUNCTIONS:

- 40% Investigation: Conducts difficult investigations of violations of state and federal laws that prohibit unfair or unlawful business practices and related unlawful activity, including tasks such as formal and informal witness interviews, preparing investigative subpoenas and memoranda, and conducting document reviews, sometimes in collaboration with staff from this office and other local, state and federal law enforcement agencies. The Deputy is responsible for facilitating effective communication and collaboration between legal, investigative and law enforcement staff from multiple jurisdictions, which may include participating in regular case review meetings with investigative and legal personnel, and actively liaising with supervisory and management staffs who oversee the legal support and investigative personnel. The Deputy may also be assigned to support the section's registration programs.
- 40% Prosecution: Under direction, performs difficult legal work in state and federal courts related to law and motion, jury trials, bench trials, writs and appeals, including class actions, and including appearing as an oral advocate before various federal and state courts and administrative bodies on various cases. Organizes and prioritizes investigations and trial preparatory tasks. Prepares for and conducts all aspects of trial from inception to conclusion, including appellate work. Travel to outside venues for trial or appeal. Participates in mediations and arbitrations, and negotiates settlements.

MARGINAL FUNCTIONS:

- 10% Education and Outreach: Develops and updates educational resource material on state and federal law for use by local and state law enforcement officials, legislators, businesses, legislators and consumers. Participates in and makes presentations.
- 10% Legislative and Policy Development: Works with business representatives, consumers, regulatory agencies, and law enforcement to propose, write, review and offer opinions on legislation, regulations and policy, which will promote California and federal constitutional and statutory consumer protection interests of California residents. Ensures that ProLaw time keeping and case management entries are up-to-date and accurate.

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):

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☐ 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.

First/Last Name
Employee Signature

Date

First/Last Name
Supervisor Signature

Date

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CONSUMER LAW SECTION**

NAME:

JOB TITLE: Deputy Attorney General

STATEMENT OF DUTIES: The Consumer Law Section prosecutes civil and criminal cases to enforce state laws that prohibit unfair or unlawful business practices, false advertising, financial fraud, grand theft, and related unlawful activity, and handles other responsibilities assigned to the section. The Deputy Attorney General works efficiently and productively in a high-quality manner under tight deadlines on investigations and litigation of average difficulty. The Deputy Attorneys General in the Consumer Law Section must have the ability to perform progressively more difficult legal work in the section as their competence increases. The duties of the Deputy Attorney General progress from the simplest work in the least sensitive matters, to more complex, sensitive, difficult and varied legal work as Deputies advance from Range A through Range D.

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

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: The Deputy Attorney General may be required to use a computer terminal while performing research and other duties for up to six to eight hours a day. Travel out of town may be required, sometimes with overnight travel. Ability to lift/move up to 25 pounds.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior window office in a smoke-free environment

ESSENTIAL FUNCTIONS:

40% Investigation: Under direction, conducts increasingly difficult investigations of violations of state and federal laws that prohibit unfair or unlawful business practices and related unlawful activity, including tasks such as formal and informal witness interviews, preparing investigative subpoenas and memoranda, and conducting document reviews, sometimes in collaboration with staff from this office and other local, state and federal law enforcement agencies. The Deputy is responsible for facilitating effective communication and collaboration between legal, investigative and law enforcement staff from multiple jurisdictions, which may include participating in regular case review meetings with investigative and legal personnel, and actively liaising with supervisory and management staffs who oversee the legal support and investigative personnel. The Deputy may also be assigned to support the section's registration programs.

- 40% Prosecution: Under direction, performs increasingly difficult legal work in state and federal courts related to law and motion, jury trials, bench trials, writs and appeals, including class actions, and including appearing as an oral advocate before various federal and state courts and administrative bodies on various cases. Organizes and prioritizes investigation and trial preparatory tasks. Prepares for and conducts all aspects of trial from inception to conclusion, including appellate work. Travels to outside venues for trial or appeal. Participates in mediations and arbitrations, and negotiates settlements.

MARGINAL FUNCTIONS:

- 10% Education and Outreach: Develops and updates educational resource material on state and federal law for use by local and state law enforcement officials, legislators, businesses, legislators and consumers. Participates in and makes presentations.
- 10% Legislative and Policy Development: Works with business representatives, consumers, regulatory agencies, and law enforcement to propose, write, review and offer opinions on legislation, regulations and policy, which will promote California and federal constitutional and statutory consumer protection interests of California residents.

First/Last Name
Employee Signature

Date

First/Last Name
Supervisor Signature

Date

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CONSUMER LAW SECTION**

NAME:

JOB TITLE: Deputy Attorney General V

STATEMENT OF DUTIES: The Consumer Law Section prosecutes civil and criminal cases to enforce state laws that prohibit unfair or unlawful business practices, false advertising, financial fraud, grand theft, and related unlawful activity, and handles other responsibilities assigned to the section. The Deputy Attorneys General V in the Consumer Law Section are the most experienced attorneys, are considered top experts in consumer law and must have the ability to independently perform the most difficult, complex and sensitive legal work in the section. The Deputy Attorney General V works independently when appropriate, efficiently and productively in a high-quality manner under tight deadlines on investigations and litigation of the greatest difficulty. May review/oversee the work of other staff.

SUPERVISION RECEIVED: Under the direction of the Supervising Deputy Attorney General or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: The Deputy Attorney General V may be required to use a computer terminal while performing research and other duties for up to six to eight hours a day. Travel out of town may be required, sometimes with overnight travel. Ability to lift/move up to 25 pounds.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior window office in a smoke-free environment

ESSENTIAL FUNCTIONS:

40% Investigation: Conducts the most difficult, complex and sensitive investigations of violations of state and federal laws that prohibit unfair or unlawful business practices and related unlawful activity, including tasks such as formal and informal witness interviews, preparing investigative subpoenas and memoranda, and conducting document reviews, sometimes in collaboration with staff from this office and other local, state and federal law enforcement agencies. The Deputy is responsible for facilitating effective communication and collaboration between legal, investigative and law enforcement staff from multiple jurisdictions, which may include participating in regular case review meetings with investigative and legal personnel, and actively liaising with supervisorial and management staffs who oversee the legal support and investigative personnel. The Deputy may also be assigned to support the section's registration programs.

40% Prosecution: Performs the most difficult, complex and sensitive legal work in state and federal courts related to law and motion, jury trials, bench trials, writs and appeals, including class actions, and including appearing as an oral advocate before various federal and state courts and administrative bodies on the most difficult and sensitive cases which require a high level of independent judgment. Organizes and prioritizes the most difficult investigation and trial preparatory tasks. Prepares for and conducts all aspects of trial from inception to conclusion, including appellate work at some of the highest appellate court levels. Travel to outside venues for trial or appeal. Participates in mediations and arbitrations, and negotiates settlements.

MARGINAL FUNCTIONS:

10% Education and Outreach: Develops and updates educational resource material on state and federal law for use by local and state law enforcement officials, legislators, businesses, legislators and consumers. Participates in and makes presentations.

10% Legislative and Policy Development: Works with business representatives, consumers, regulatory agencies, and law enforcement to propose, write, review and offer opinions on legislation, regulations and policy, which will promote California and federal constitutional and statutory consumer protection interests of California residents.

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):

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☐ 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.

First/Last Name
Employee Signature

Date

First/Last Name
Supervisor Signature

Date