

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
OFFICE OF GENERAL COUNSEL
PUBLIC FINANCE & CONTRACTS UNIT**

JOB TITLE: Deputy Attorney General IV

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 Finance & Contracts Unit within the Office of General Counsel has special responsibility for providing legal advice and representation related to high-profile bond, finance, and other fiscal matters, which may include representing clients at authority, board, commission, and committee meetings, as well as drafting and reviewing public-finance-related legislation. The Unit also specializes in providing legal advice related to procurement, public contracts, and related matters.

Deputy Attorneys General IV within the Office of General Council are highly experienced attorneys who successfully manage a large workload and produce exceptionally high-quality work product, sometimes under tight deadlines. Deputy Attorneys General IV exercise independent judgment and regularly interact directly with Department leadership and external clients on the most difficult, complex, sensitive, and consequential matters. Deputy Attorneys General IV are capable of leading cross-sectional teams of attorneys and non-attorney staff on significant projects over long periods of time. Deputy Attorneys General IV may direct, monitor, and oversee the work of paralegals, and may act as a lead person over the work of other attorneys.

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

SUPERVISION 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)

- 40% Effectively represents clients in bond and public finance transactional matters of more difficulty, complexity, sensitivity, and consequence, while meeting all deadlines; drafts and reviews transaction contracts; negotiates transaction contracts with third parties and their counsel; attends transaction group conference calls and meetings; ensures that contracts comply with legal authority; conducts legal and other research related to these assignments.
- 30% Provides research, analysis, and sound advice on more difficult, complex, sensitive, and consequential legal matters to clients, supervisors, managers, public officials, and representatives of public agencies, especially but not limited to the subjects of procurement, public contracts, and other transactional matters.
- 15% Effectively provides clients with formal and informal legal advice, verbally and in writing, on bond and public finance subjects of more difficulty, complexity, sensitivity, and consequence; conducts related legal and other research; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits draft advice for review by supervisors.
- 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 deputies, 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% Effectively prepares for and attends client governing board meetings and other meetings of more difficulty, complexity, sensitivity, and consequence; prepares correspondence to clients and third parties; keeps clients, supervisors, and Executive staff apprised of matter developments; timely responds to client inquiries; timely submits written work product for review by supervisors and clients as requested; works closely with clients to address their needs; works closely with supervisors.

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

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
OFFICE OF GENERAL COUNSEL
PUBLIC FINANCE & CONTRACTS UNIT**

JOB TITLE: Deputy Attorney General III

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 Finance & Contracts Unit within the Office of General Counsel has special responsibility for providing legal advice and representation related to high-profile bond, finance, and other fiscal matters, which may include representing clients at authority, board, commission, and committee meetings, as well as drafting and reviewing public-finance-related legislation. The Unit also specializes in providing legal advice related to procurement, public contracts, and related matters.

Deputy Attorneys General III within the Office of General Counsel are experienced attorneys with the ability to handle the routine legal work, as well as the difficult, complex, sensitive, and consequential legal work of OGC, and to produce favorable results. They ably manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. Deputy Attorneys General III gradually exercise more independent judgment in interacting with Department leadership and external clients on the most difficult, complex, sensitive, and consequential matters. Deputy Attorneys General III gradually transition into leading cross-sectional teams of attorneys and non-attorney staff on significant projects over long time periods.

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

SUPERVISION 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)

- 40% Effectively represents clients in difficult, complex, sensitive, and consequential bond and public finance transactional matters, while meeting all deadlines; drafts and reviews transaction contracts; negotiates transaction contracts with third parties and their counsel; attends transaction group conference calls and meetings; ensures that contracts comply with legal authority; conducts legal and other research related to these assignments.
- 30% Provides research, analysis, and sound advice on difficult, complex, sensitive, and consequential legal matters to clients, supervisors, managers, public officials, and representatives of public agencies, especially but not limited to the subjects of procurement, public contracts, and other transactional matters.
- 15% Effectively provides clients with formal and informal legal advice, verbally and in writing, on difficult, complex, sensitive, and consequential bond and public finance subjects; conducts related legal and other research; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form; timely submits draft advice for review by supervisors.
- 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 deputies, 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% Effectively prepares for and attends client governing board meetings and other difficult, complex, sensitive, and consequential meetings; prepares correspondence to clients and third parties; keeps clients, supervisors, and Executive staff apprised of matter developments; timely responds to client inquiries; timely submits written work product for review by supervisors and clients as requested; works closely with clients to address their needs; works closely with supervisors.

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