

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATIVE AMERICAN & TRIBAL AFFAIRS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General

STATEMENT OF DUTIES: The Deputy Attorney General in the Native American & Tribal Affairs Section of the Public Rights Division works on a broad range of significant legal matters for the Attorney General and various client agencies including the Governor's Office, the Bureau of Gambling Control, and the California Gambling Control Commission, as well as other state agencies with questions requiring an expertise in the area of Native American law and gambling law. The Deputy Attorney General also handles sensitive political issues, has excellent research and writing skills, and the ability to negotiate in a contentious environment.

SUPERVISION RECEIVED: Under the supervision of the Supervising Deputy Attorney General, and may receive direction from the Senior Assistant Attorney General of the section.

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 25 pounds of case files, boxes, or books may be required. Some travel, including airline travel, may be required. May be required to work a fulltime schedule that may include working over eight hours per day and weekends during trial and/or when otherwise required by operational needs.

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

ESSENTIAL FUNCTIONS:

- 40% Performs a variety of difficult legal research and prepares a variety of legal documents for appeals, writs, trials and administrative hearings. Appears as an oral advocate before various federal and state courts and administrative bodies. May appear in the highest appellate court levels.
- 35% Provides legal advice to the Attorney General, the Governor's Office, the Bureau of Gambling Control, the California Gambling Control Commission, the California State Lottery, the California Horse Racing Board, and other state agencies on Native American law and gambling issues, including those relevant to tribal class III gaming compact compliance. May advise the Governor's Office and participate in class III gaming compact negotiations with Native American tribes. May review various legal and investigatory documents for advice purposes including investigatory reports and audits, purchase agreements, articles of incorporation, business contracts, and trust documents.

- 15% Advises various legal jurisdictions, public officials and representatives of public agencies on a variety of legal problems.
- 5% Drafts and analyzes legislation that may affect a client or an area of the law that affects the section's practice.
- 5% May review draft Attorney General's Opinions relevant to Native American law or gambling issues and consult with the Attorney General's Opinion Unit on those opinions. May conduct special investigations of a sensitive nature.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire.)

First/Last Name Date
Employee's Signature

SARA J. DRAKE Date
Senior Assistant Attorney General

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATIVE AMERICAN & TRIBAL AFFAIRS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

STATEMENT OF DUTIES: The Deputy Attorney General III performs difficult work in the Native American & Tribal Affairs Section of the Public Rights Division for the Attorney General and various client agencies including the Governor's Office, the Bureau of Gambling Control, the California Gambling Control Commission, as well as other state agencies. Duties include work relating to the implementation of, and the regulatory reporting requirements and statutory enforcement activities for the Major League Sporting Event Raffles Program along with other Native American gaming and gambling issues. The Deputy Attorney General III must also be able to handle sensitive political issues, have excellent research and writing skills and the ability to negotiate in a contentious environment. May coordinate the work of para-professionals and contractors.

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

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 25 pounds may be required. Travel is required and the Deputy Attorney General must be able to work a full-time schedule that may include working over eight hours per day and weekends when necessary, including the ability to work more than forty hours per week, when required by operational needs, in order to effectively represent clients.

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

ESSENTIAL FUNCTIONS:

- 35% Responsibility for providing the Bureau of Gambling Control staff with legal advice for investigations conducted relating to violations of the statute; direct administrative and civil judicial enforcement activities pursuant to the statutes and regulations; appear as an oral advocate before administrative bodies on difficult and sensitive regulatory matters. Performs a variety of difficult legal research and prepares a variety of legal documents for appeals, writs, trials and administrative hearings.
- 35% Review and advise on legal assessment of operational reporting requirements for affiliated charities involved. Provide legal advice to the Bureau of Gambling Control on issues relating to the Major League Sporting Events Raffles Program. Provide legal advice to the Attorney General, the Governor's Office, the California Gambling Control

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATIVE AMERICAN & TRIBAL AFFAIRS SECTION
DUTY STATEMENT**

Commission and other state and local agencies, including district attorneys and county and city attorneys, on Native American and gambling issues.

15% Provide input and/or assistance to local district attorneys' offices in the prosecution of entities engaged in illegal gambling activities initiated and/or investigated by the Bureau of Gambling Control or local law enforcement entities.

10% Draft regulations and regulatory modifications. Advise various legal jurisdictions, public officials and representatives of public agencies on a variety of difficult and sensitive legal issues regarding raffles.

MARGINAL FUNCTIONS:

5% Conduct special investigations of sensitive or difficult nature. Draft and analyze legislative measures and regulations, appear before legislative committees.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire.)

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATIVE AMERICAN & TRIBAL AFFAIRS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

STATEMENT OF DUTIES: The Deputy Attorney General IV performs the more difficult work in the Native American & Tribal Affairs Section of the Public Rights Division for the Attorney General and various client agencies including the Governor's Office, the Bureau of Gambling Control, and the California Gambling Control Commission relating to Native American and gambling issues, as well as other state agencies with questions requiring an expertise in the area of Indian law. The Deputy Attorney General IV must also be able to handle sensitive political issues, have excellent research and writing skills and the ability to negotiate in a contentious environment. Additionally, the Deputy Attorney General IV may coordinate the work of para-professionals and contractors. May review and oversee the work of others.

SUPERVISION RECEIVED: Under the general direction of the Supervising Deputy Attorney General and Senior Assistant Attorney General of the Section.

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 25 pounds of case files, boxes, or books may be required. Some travel, including airline travel, will be required. Must be able to work a full-time schedule that may include working over eight hours per day and weekends when necessary. Needs to be able to work more than forty hours per week, during trial or when otherwise required by operational needs.

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

ESSENTIAL FUNCTIONS:

- 35% Appears as an oral advocate before various federal and state courts and administrative bodies on the more difficult and sensitive cases; may appear in the highest appellate court levels, performs a variety of the more difficult legal research and prepares a variety of legal documents for appeals, writs, trials and administrative hearings.
- 35% Provides legal advice to the Attorney General, the Governor's Office, the Bureau of Gambling Control, the California Gambling Control Commission, the California State Lottery, the California Horse Racing Board, and other state agencies on Indian and gambling issues, including those relevant to tribal class III gaming compact compliance. May advise the Governor's Office and participate in class III gaming compact negotiations with Indian tribes. Reviews various legal and investigatory documents for advice purposes including investigatory reports and audits, purchase agreements, articles of incorporation, business contracts, and trust documents.

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATIVE AMERICAN & TRIBAL AFFAIRS SECTION
DUTY STATEMENT**

15% Advises various legal jurisdictions, public officials and representatives of public agencies on a variety of the more difficult and sensitive legal problems.

MARGINAL FUNCTIONS:

5% Conducts special investigations of the more sensitive or difficult nature.

5% Drafts and analyzes legislative measures and regulations, appears before legislative committees.

5% Reviews draft Attorney General's Opinions relevant to gambling and Native American issues and consults with Attorney General's Opinion Unit on those opinions.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire.)

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date