

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL, CIVIL LAW DIVISION
LICENSING SECTION**

CLASSIFICATION TITLE: Supervising Deputy Attorney General

STATEMENT OF DUTIES: Within the Licensing Section of the Civil Law Division, incumbent assigns, directs, monitors and supervises the work of a team of subordinate attorneys and paralegals and directs the work of support staff; resolves problems and implements improvement measures; abides by Legal Division Guidelines, Licensing Section specific protocols, bargaining unit MOU rules and civil service laws; provides training and regular performance feedback to subordinate attorneys and paralegals; handles general administrative matters, including providing written performance evaluations and probationary reports; ensures staff service levels designed to timely meet the objectives and priorities of clients; actively participates in the interview and selection process to hire subordinate attorneys and paralegals; develops and maintains good working relationships and communications with client agencies, courts and among staff; and has the ability to personally perform and will collaborate with subordinates and guide the most difficult and complex legal work related to both state and federal court civil litigation, writs, appeals, and administrative hearings, which requires the highest level of independent judgment.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief of Legal Affairs, the Chief Deputy to the Attorney General, and the Attorney General.

SUPERVISION EXERCISED: Supervises, reviews and monitors the work of a team of legal professionals that includes Deputy Attorneys General and paralegals.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift up to 25 pounds.

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

DUTIES

ESSENTIAL FUNCTIONS:

30% Plans the distribution of work; participates in, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out all legal work assigned to the Section, including the most complex and difficult litigation; collaborates with the legal professionals supervised in all phases of the work; assists in the development of litigation plans, investigation plans and strategies to meet client goals in litigation matters; supervises special investigations of the most sensitive or difficult nature; conducts case reviews; reviews and approves attorney and paralegal work product.

30% Performs general supervisory administrative functions, such as preparation of probation reports and performance evaluations of subordinate attorneys and support staff; monitors attendance and approves absences; actively participates in the interview and selection process for hiring attorneys and paralegals; ensures satisfactory employee performance by fostering good working relationships with staff members, utilizing interpersonal communication and collaboration; where necessary, engages in conflict management and resolution; maintains knowledge of and applies the Department's disciplinary process, bargaining unit MOU rules, and civil service laws and rules; assesses need and arranges desirable and mandatory training; utilizes management reports to improve operations; handles special projects assigned by the Senior Assistant.

20% Manages the efficient processing of the Section's caseloads with the use of ProLaw; ensures maintenance of case information in ProLaw, including correspondence, email, pleadings, reports, and decisions; ensures that docket events and other required information is entered in ProLaw on a timely basis; ensures staff member compliance with the Section's case movement and case management goals; ensures timely and appropriate entry of transactions; ensures that document templates are accurate and up-to-date.

10% Either as the lead attorney or actively supervising the lead attorney and team, performs the most difficult legal work related to trials, writs, appeals and administrative hearings, requiring the highest level of independent judgment, including appearances before federal and state courts and administrative bodies on the most difficult and sensitive cases, and may appear in the highest levels of the appellate courts.

10% Advises various legal jurisdictions, public officials and representatives of public agencies on legal issues; drafts and analyzes legislative measures and regulations, analyzes proposed legislation for impact on clients and the Department; responds to inquiries from executive staff.

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