

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CHARITABLE TRUSTS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

STATEMENT OF DUTIES: The Charitable Trusts Section (CTS) of the Public Rights Division regulates charities, charitable trustees, and professional fundraisers. The Deputy Attorney General IV (DAG IV) in CTS performs a broad range of the more difficult, sensitive, and varied legal work, including major charitable trusts investigations; civil and administrative enforcement actions, including all discovery, motions, trial, and appeals; reviews health facilities transactions, including conducting public meetings, and making recommendations to the Attorney General and Executive Staff; analyzes and provides legal advice to auditors on index transactions; drafts regulations and legislative proposals; provides legal support to and represent the Registry of Charities and Fundraisers in administrative hearings; and with illegal raffle investigations, including assistance and input to local district attorneys' offices in the prosecution of entities engaged in illegal raffle activities; reviews and litigates probate court cases; responds to Public Records Act requests; drafts publications and participate in public outreach events to educate the public. May act as lead over the work of other attorneys and paraprofessionals.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for eight hours or more each day. May be required to lift up to 25 pounds. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Conducts the more difficult and sensitive investigations; draft and issue audit letters; issue administrative subpoenas for discovery; takes oral examinations; reviews financial, corporate, and other documents produced by charities, trustees, and fundraisers; performs difficult legal research and analysis; drafts the more complex complaints; prosecutes civil and administrative actions, including all discovery, motions, trial and/or settlement, and Appeals. Reviews and analyzes health facility transactions, including conducting public meetings and providing recommendations to the Attorney General and Executive Staff.

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40% Analyzes the more complex indexed transactions that pertain to, for example, asset sales, mergers, amendments of articles of incorporation; reviews and analyzes undocketed matters from probate courts, including appearances as an oral advocate in probate courts; assists the Registry of Charities and Fundraisers with cease and desist orders, suspension and revocation orders, public inquiries, analysis of registration and annual reports filed with the Registry, investigations of illegal raffle activities, and representation of the Registry in administrative hearings.

15% Drafts and analyzes the more complex legislative proposals and regulations; responds to inquiries related to legislation and regulation; responds to Public Records Act requests; drafts publications and participate in public outreach events to educate the public; interpretations of statutes and regulations; and ensures that ProLaw timekeeping 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):

- 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.

Name
Deputy Attorney General IV

Date

Name
Deputy Attorney General Supervisor

Date

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
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DUTY STATEMENT**

NAME: Name
CLASSIFICATION: Deputy Attorney General

STATEMENT OF DUTIES: The Charitable Trusts Section (CTS) of the Public Rights Division regulates charities, charitable trustees, and professional fundraisers. The Deputy Attorney General (DAG) in CTS performs a broad range of progressively difficult, sensitive, and varied legal work, including charitable trusts investigations; civil and administrative enforcement actions, including all discovery, motions, trial, and appeals; reviews health facilities transactions, including conducting public meetings, and making recommendations to the Attorney General and Executive Staff; analyzes and provides legal advice to auditors on index transactions; drafts regulations and legislative proposals; provides legal support and represents the Registry of Charities and Fundraisers in administrative hearings; and with illegal raffle investigations, including assistance and input to local district attorneys' offices in the prosecution of entities engaged in illegal raffle activities; reviews and litigates probate court cases; responds to Public Records Act requests; drafts publications and participates in public outreach events to educate the public.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor and the general direction of the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for eight hours or more each day. May be required to lift up to 25 pounds. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

45% Conducts progressively difficult and sensitive investigations; drafts and issues audit letters; issues administrative subpoenas for discovery; takes oral examinations; reviews financial, corporate, and other documents produced by charities, trustees, and fundraisers; performs difficult legal research and analysis; drafts complex complaints; prosecutes civil and administrative actions, including handling all discovery, motions, trial and/or settlement, and appeals. Reviews and analyzes health facility transactions, including conducting public meetings and providing recommendations to the Attorney General and Executive Staff.

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40% Analyzes less difficult and complex indexed transactions that pertain to, for example, asset sales, mergers, amendments of articles of incorporation; reviews and analyzes undocketed matters from probate courts, and may appear as an oral advocate in probate courts; assists the Registry of Charities and Fundraisers with cease and desist orders, suspension and revocation orders, public inquiries, analysis of registration and annual reports filed with the Registry, investigations of illegal raffle activities, and representation of the Registry in administrative hearings.

15% Drafts and analyzes the less complex legislative proposals and regulations; responds to inquiries related to legislation and regulation; responds to Public Records Act requests; drafts publications and participates in public outreach events to educate the public; and interprets statutes and regulations. Ensures that ProLaw timekeeping 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):

- 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.

Name
Deputy Attorney General

Date

Name
Deputy Attorney General Supervisor

Date

**DEPARTMENT OF JUSTICE
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NAME: Name
CLASSIFICATION: Deputy Attorney General III

STATEMENT OF DUTIES: The Charitable Trusts Section (CTS) of the Public Rights Division regulates charities, charitable trustees, and professional fundraisers. The Deputy Attorney General III (DAG III) in CTS performs a broad range of difficult, sensitive, and varied legal work, including complex charitable trusts investigations; civil and administrative enforcement actions, including all discovery, motions, trial, and appeals; reviews health facilities transactions, including conducting public meetings, and making recommendations to the Attorney General and Executive Staff; analyzes and provides legal advice to auditors on index transactions; drafts regulations and legislative proposals; provides legal support to and represent the Registry of Charities and Fundraisers in administrative hearings; and with illegal raffle investigations, including assistance and input to local district attorneys' offices in the prosecution of entities engaged in illegal raffle activities; reviews and litigates probate court cases; responds to Public Records Act requests; drafts publications and participates in public outreach events to educate the public. May act as lead over the work of other attorneys and paraprofessionals.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for eight hours or more each day. May be required to lift up to 25 pounds. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 45% Conducts difficult and sensitive investigations; drafts and issues audit letters; issues administrative subpoenas for discovery; takes oral examinations; reviews financial, corporate, and other documents produced by charities, trustees, and fundraisers; performs difficult legal research and analysis; drafts complex complaints; prosecutes civil and administrative actions, including handling all discovery, motions, trial and/or settlement, and appeals. Reviews and analyzes health facility transactions, including conducting public meetings and providing recommendations to the Attorney General and Executive Staff.
- 40% Analyze difficult and complex indexed transactions that pertain to, for example, asset sales, mergers, amendments of articles of incorporation; reviews and analyzes

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undocketed matters from probate courts, including appearance as an oral advocate in probate courts; assists the Registry of Charities and Fundraisers with cease and desist orders, suspension and revocation orders, public inquiries, analysis of registration and annual reports filed with the Registry, investigations of illegal raffle activities, and representation of the Registry in administrative hearings.

15% Drafts and analyzes complex legislative proposals and regulations; responds to inquiries related to legislation and regulation; responds to Public Records Act requests; drafts publications and participates in public outreach events to educate the public; and interprets statutes and regulations. Ensures that ProLaw timekeeping 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):

- 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.

Name
Deputy Attorney General III

Date

Name _____ Date _____
Deputy Attorney General Supervisor _____

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NAME: Name
CLASSIFICATION: Deputy Attorney General V

STATEMENT OF DUTIES: The Charitable Trusts Section (CTS) of the Public Rights Division regulates charities, charitable trustees, and professional fundraisers. The Deputy Attorney General V (DAG V) in CTS performs the most difficult, sensitive, varied and complex legal work, including major charitable trusts investigations; civil and administrative enforcement actions, including all discovery, motions, trial, and appeals; reviews health facilities transactions, including conducting public meetings, and making recommendations to the Attorney General and Executive Staff; analyzes and provides legal advice to auditors on index transactions; drafts regulations and legislative proposals; provides legal support to and represents the Registry of Charities and Fundraisers in administrative hearings; reviews and litigates probate court cases; responds to Public Records Act requests; and drafts publications and participates in public outreach events to educate the public. The DAG V is the most experienced attorney and considered an expert in his or her area of law, is assigned litigation and transactions of the greatest difficulty, and may act as lead over the work of other attorneys and paraprofessionals.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor and/or the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for eight hours or more each day. May be required to lift up to 25 pounds. May be required to travel outside of assigned office location, sometimes overnight, within the state or out of state.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

50% Conducts the most difficult and complex investigations; drafts and issues audit letters; issues administrative subpoenas for discovery; takes oral examinations; reviews financial, corporate, and other documents produced by charities, trustees, and fundraisers; performs the most difficult legal research and analysis; drafts complaints; prosecutes civil and administrative actions, including all discovery, motions, trial and/or settlement, and appeals; and reviews and analyzes health facility transactions, including conducting public meetings and providing recommendations to the Attorney General and Executive Staff.

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30% Analyzes indexed transactions that pertain to asset sales, mergers, amendments of articles of incorporation; reviews and analyzes the most complex probate pleadings and litigates as an oral advocate in probate courts; assists the Registry of Charities and Fundraisers with public inquiries, and represent the Registry of Charities and Fundraisers in administrative hearings. Provides legal advice to the Registry.

20% Drafts and analyzes the most complex legislative proposals and regulations; responds to inquiries related to legislation and regulation; responds to Public Records Act requests; drafts publications and presentations, and participates in public outreach events to educate the public; interprets statutes and regulations; and 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):

- 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.

Name Deputy Attorney General V Date

Name _____ Date _____
Deputy Attorney General Supervisor _____