

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
POLICE PRACTICES SECTION
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Deputy Attorney General Supervisor (SDAG)

STATEMENT OF DUTIES: Attorneys in the Police Practices Section, Public Rights Division handle complex, sensitive and difficult legal work of the Public Rights Division for the Attorney General. The Section conducts a variety of different types of investigations, brings civil and potentially criminal actions, publishes public reports regarding issues relating to constitutional policing in California, and supports the Section's responsibilities for implementing Assembly Bill 1506 and other law enforcement-related enactments and mandates. The SDAG directs, reviews, and monitors the work of a team of subordinate attorneys, and also directs the work of analytical support staff; evaluates the performance of subordinate attorneys and support staff; provides training to subordinate attorneys and support staff; handles general administrative matters; interviews and selects, or actively participates in the interview and selection process for subordinate attorneys and support staff; and personally performs the most difficult and complex legal work related to jury trials, bench trials, 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 Deputy Attorney General, and the Attorney General.

SUPERVISION EXERCISED: Reviews and monitors the work of a team of legal professionals that includes Deputy Attorneys General and various analytical support staff.

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

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

ESSENTIAL FUNCTIONS:

- 50% Provides proactive, hands-on supervision to a team of legal professionals that includes Deputy Attorneys General and support staff; participates in, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out the most complex and difficult litigation; participates in all phases of the work of the legal professionals supervised; plans the distribution of work and reviews attorney and paralegal work product; and is physically present in the office when work does not mandate out-of-office work.

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25% Performs the most difficult legal work related to jury trials, bench trials, writs, appeals, and administrative hearings; often is the lead attorney on a trial team assigned to the most difficult and complex cases, including class actions; appears before various 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; advises various legal jurisdictions, public officials and representatives of public agencies on legal issues; conducts or supervises special investigations of the most sensitive or difficult nature; drafts and analyzes legislative measures and regulations.

25% Handles a variety of supervisory administrative matters, including case reporting, ProLaw time entry and review, annual appraisals, and probation reports. Evaluates the performance of subordinate attorneys and support staff; assists in the recruitment process for new attorneys and support 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.

Printed Name
Employee's Signature

Date

Acrivi Coromelas
Supervisor's Signature

Date