

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE, CIVIL LAW DIVISION**  
**EMPLOYMENT AND ADMINISTRATIVE MANDATE SECTION**

**JOB TITLE:** Deputy Attorney General Range A-B

**GENERAL STATEMENT:**

The Employment and Administrative Mandate Section (EAM) provides legal representation to state agencies and state officials in state and federal courts and in administrative proceedings involving personnel matters and claims of employment discrimination, harassment, failure to accommodate disabilities, retaliation, and other employment claims. The section also provides advice and training on a variety of employment issues. EAM deputies also conduct workplace investigations for the Department of Justice and outside agencies. In addition, the section represents specific law enforcement and regulatory state agencies in matters affecting public safety, such as vehicle and liquor licensing, the California Horse Racing Board, and attempts to obtain information from the personnel files of peace officers. EAM deputies are first and foremost civil litigators who represent clients before trial and appellate courts, and administrative bodies.

Deputy Attorneys General in Range A are qualified to practice law in California and have the ability to perform the routine legal work of the section. Deputy Attorneys General in Range B have the ability to handle the routine legal work of the section as well as the more complex and sensitive legal work in this class. They also are expected to exercise a greater degree of independent judgment. Deputy Attorneys General in both ranges manage an increasingly challenging workload and produce high-quality work product, sometimes under tight deadlines. They also become increasingly effective oral advocates. Deputy Attorneys General represent the section's clients on legal matters, are assigned litigation, and may work on cases that may be appealed to the highest courts.

**SUPERVISION RECEIVED:** Deputy Attorneys General work under the supervision of a Supervising Deputy Attorney General 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.

**OVERSIGHT EXERCISED:** Deputy Attorneys General may direct, monitor, and oversee the work of paralegals.

**TYPICAL PHYSICAL DEMANDS:**

- May be required to sit for long hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

## **TYPICAL WORKING CONDITIONS:**

- May be required to work over eight hours a day and on weekends/holidays, including during trials and administrative hearings or as otherwise required by operational needs.
- While working in the office, works in an enclosed interior or exterior window office in a smoke-free environment.
- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

## **DUTIES (Essential Functions)**

30% Effectively manages an increasingly challenging civil and administrative litigation caseload, while meeting all deadlines; effectively represents clients in all aspects of civil litigation, administrative law, investigations, and advice; investigates facts and analyzes evidence; performs legal research; develops litigation plans, trial themes, and trial strategies; efficiently prepares and responds to pleadings, petitions, motions, writs, briefs, memoranda, written discovery requests (including e-discovery), evidentiary objections, settlement offers, other legal documents, and correspondence (including emails); effectively makes oral presentations and arguments; retains consultants; retains and prepares expert witnesses for trial; takes and defends depositions, including expert and party depositions; prepares witnesses for trial; prepares for mediation or other resolution; prepares for trial including, as necessary, by participating in mock trials or moot courts; serves as first or second chair at trial or contested evidentiary hearing; examines and cross-examines witnesses; prepares jury instructions and verdict forms; prepares and responds to post-trial motions. All EAM deputies are trial attorneys and it is critical that deputies effectively handle trials and contested evidentiary hearings

20% Effectively handles appellate litigation that is increasingly challenging, while meeting all deadlines; efficiently prepares and responds to petitions, motions, writs, briefs, memoranda, other legal documents, and correspondence (including emails); participates in moot courts to prepare for oral argument and serves as moot court judge for other attorneys; effectively argues before state and federal appellate courts.

20% Provides increasingly effective advocacy in trials, hearings, administrative proceedings, oral arguments, and other matters.

10% Provides research, analysis, and sound advice on increasingly challenging legal matters to clients, supervisors, managers, public officials, and representatives of public agencies; handles special legal assignments, projects, and other tasks, such as responding to Public Records Act requests and analyzing legislative measures and regulations.

10% Strategizes with supervisors, other deputies, and clients on case issues; coordinates with the Office of the Solicitor General on its involvement in cases as necessary; follows the Department of Justice policies, procedures, and guidelines in handling cases; efficiently researches and analyzes the legal issues at hand; efficiently produces high-quality work product, sometimes under tight deadlines, that is legally and factually accurate, persuasive,

and written with proper tone; timely submits work product for review by supervisors and clients; keeps supervisors and clients apprised of case developments; timely responds to client inquiries; advises clients on the estimated costs of litigation, the policy implications of litigation, and the risks and benefits of settlement; engages in mediation and settlement negotiations as appropriate.

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 paralegals and interns; participates in the hiring of deputies and paralegals as requested; attends section meetings and assists with the meetings as requested; timely prepares 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.

#### **KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION**

- Knowledge of the areas of law handled by the section.
- Knowledge of: (a) the laws, rules, and guidelines governing professional conduct and conflicts of interest, including professional and financial conflicts of interest and conflicts between clients, (b) duties and powers of the California Attorney General, (c) principles of administrative and constitutional law, (d) rules of evidence and civil procedure, (e) rules of court, (f) rules governing the conduct of proceedings before administrative bodies, and (g) the Department of Justice policies, procedures, and guidelines.
- Ability to handle all aspects of trial court litigation, administrative proceedings, and appellate litigation, and to effectively advocate the client's position in court and before administrative bodies.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to efficiently complete research (including through use of online resources), and to efficiently produce work product that is legally and factually accurate, persuasive, and written with proper tone.
- Ability to efficiently review and organize voluminous paper and electronically stored documents, including through use of litigation software.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to exercise good judgment and to work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.
- Ability to effectively use ProLaw to manage case files and ensure prompt and accurate billing to clients, and to effectively use Workday.

**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.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Typed or Printed Name

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Typed or Printed Name