

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Deputy Attorneys General (DAG) in the Special Prosecutions Section work in a progressively independent manner, prosecuting criminal cases of increasing difficulty within the mission of the section. Section deputies coordinate legal and law enforcement professionals, may team with more experienced deputies, and handle every stage of investigation and prosecution from referral to sentencing and final resolution, and may be cross-designated as federal prosecutors and act as advisors to multiagency task forces and other law enforcement.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, and under the direct supervision of Supervising Deputy Attorneys General in the section, and at the direction of a team leader or coordinator as may be designated.

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 per day. Ability to lift up to 25 pounds may be required.

TYPICAL WORKING CONDITIONS: Enclosed windowed or interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking. Deputies are required to travel and fully participate in investigations and prosecutions in various jurisdictions and appear in courts throughout the state.

ESSENTIAL FUNCTIONS:

- 35% Consistent with entry level experience, performs a variety of criminal prosecutorial functions, including: drafts accusatory and other pleadings; coordinates discovery and subpoenas; engages in extradition proceedings; appears in state and federal courts throughout the state; conducts grand jury proceedings, hearings and trials, case resolutions, and post-conviction proceedings.
- 35% Reviews, evaluates, and responds to complaints and referrals from government agencies and the public. Coordinates law enforcement, auditing, and forensic and legal professionals in prioritizing and carrying out investigation and trial preparatory tasks. Reviews and organizes evidence collected in the course of criminal investigations. Reviews and assists in drafting search and arrest warrants. Serves on-call and responds to crime scenes in various counties and visits search warrant locations.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General

POSITION NUMBER:

CITY:

- 20% Performs legal research. Drafts legal memoranda, public reports, pleadings, motions, oppositions to motions, and correspondence. Handles pre-conviction writs, and assists with appeals and post-conviction writs and review. Responds to Public Records Act requests. Drafts, analyzes, and advances legislation as directed. Provides legal updates to staff.
- 10% To promote the mission of the section, advises and confers with law enforcement and administrative agencies; provides in-house and outside training; receives specialized training; and engages in public outreach.

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

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Deputy Attorneys General III (DAG III) in the Special Prosecutions Section work more independently and with greater discretion, prosecuting criminal cases, including more complex, difficult, and sensitive criminal matters within the mission of the section. Deputies coordinate legal and law enforcement professionals and are capable of handling more complex matters at every stage of investigation and prosecution from referral to sentencing and final resolution, and may be cross-designated as federal prosecutors and act as advisors to multiagency task forces and other law enforcement. Deputies develop expertise in more complex areas of law, and may serve in a lead capacity over other attorneys and staff.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, and under the direct supervision of Supervising Deputy Attorneys General in the section, and at the direction of a team leader or coordinator as may be designated.

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 per day. Ability to lift up to 25 pounds may be required.

TYPICAL WORKING CONDITIONS: Enclosed windowed or interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking. Deputies are required to travel and fully participate in investigations and prosecutions in various jurisdictions and appear in courts throughout the state.

ESSENTIAL FUNCTIONS:

35% Consistent with a moderate level attorney, performs a variety of criminal prosecutorial functions, including: drafts more difficult accusatory and other pleadings; coordinates discovery and subpoenas; engages in extradition proceedings; appears in state and federal courts throughout the state; conducts grand jury proceedings, hearings and trials, case resolutions, and post-conviction proceedings.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

POSITION NUMBER:

CITY:

- 35% Reviews, evaluates, and responds to more difficult and sensitive complaints and referrals from government agencies and the public. Coordinates law enforcement, auditing, and forensic and legal professionals in prioritizing and carrying out investigation and trial preparatory tasks. Reviews and organizes the evidence collected in the course of difficult criminal investigations. Reviews and assists in drafting search and arrest warrants. Serves on-call and responds to crime scenes in various counties and visits search warrant locations.
- 20% Performs more difficult legal research and drafts more complex legal memoranda, public reports, pleadings, motions, oppositions to motions, and correspondence. Handles pre-conviction writs, and assists with appeals and post-conviction writs and review. Responds to Public Records Act requests. Drafts, analyzes, and advances legislation as directed. Provides legal updates to staff.
- 10% To promote the section's mission, advises and confers with law enforcement and administrative agencies; provides in-house and outside training; receives specialized training, and engages in public outreach.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

POSITION NUMBER:

CITY:

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

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Deputy Attorneys General IV (DAG IV) in the Special Prosecutions Section work highly independently and with broad discretion, prosecuting criminal cases, including the more complex, difficult, and sensitive criminal matters within the mission of the section. Deputies coordinate legal and law enforcement professionals and are capable of handling very complex matters at every stage of investigation and prosecution from referral to sentencing and final resolution, and may be cross-designated as federal prosecutors and act as advisors to multiagency task forces and other law enforcement agencies. Deputies work with a high level of professional experience and specialization and in rapidly evolving areas of law, and may review and oversee the work of other department staff, serve in a lead or coordinating capacity, and provide assistance to staff with less experience.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, and under the direct supervision of Supervising Deputy Attorneys General in the section, and at the direction of a team leader or coordinator as may be designated.

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 per day. Ability to lift up to 25 pounds may be required.

TYPICAL WORKING CONDITIONS: Enclosed windowed or interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking. Deputies are required to travel and fully participate in investigations and prosecutions in various jurisdictions and appear in courts throughout the state.

ESSENTIAL FUNCTIONS:

35% Consistent with an advanced level attorney and minimal supervision, performs a variety of the more difficult criminal prosecutorial functions, including: drafts the more complex accusatory and other pleadings; coordinates discovery and subpoenas; engages in extradition proceedings; appears in state and federal courts throughout the state; conducts grand jury proceedings, hearings and trials, case resolutions, and post-conviction proceedings.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

POSITION NUMBER:

CITY:

- 35% Reviews, evaluates, and responds to the more difficult and sensitive complaints and referrals from government agencies and the public. Coordinates law enforcement, auditing, and forensic and legal professionals in prioritizing and carrying out investigation and trial preparatory tasks. Reviews and organizes the more difficult evidence collected in the course of criminal investigations. Reviews and assists in drafting search and arrest warrants. Serves on-call and responds to crime scenes in various counties and visits search warrant locations.
- 30% Performs the more difficult legal research and drafts the more difficult legal memoranda, public reports, pleadings, motions, oppositions to motions, and correspondence. Handles pre-conviction writs, and assists with appeals and post-conviction writs and review. Responds to Public Records Act requests. Drafts, analyzes, and advances legislation as directed. Provides legal updates. Advises and confers with law enforcement and administrative agencies, governmental and non-governmental organizations and task forces; provides in-house and outside training; receives specialized training; and engages in public outreach.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

POSITION NUMBER:

CITY:

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

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General V

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Deputy Attorneys General V (DAG V) in the Special Prosecutions Section work the most independently and with broadest discretion and expertise, prosecuting criminal cases including the most complex, difficult, and sensitive criminal matters within the mission of the section. Deputies coordinate legal and law enforcement professionals and are capable of handling such matters at every stage of investigation and prosecution from referral to sentencing and final resolution, and may be cross-designated as federal prosecutors and act as advisors to multiagency task forces and other law enforcement. Deputies work with at the highest level of professional experience, possess an exceptional level of expertise within the field of criminal prosecution, serve as top experts for the department, and may serve in a lead or coordinating capacity, reviewing and overseeing the work of other attorneys and department staff. Deputies at this level are capable of implementing innovative legal theories and practices of law within an area of specialization and effectively interacting with high-level government officials.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, and under the direct supervision of Supervising Deputy Attorneys General in the section, and at the direction of a team leader or coordinator as may be designated.

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 per day. Ability to lift up to twenty-five pounds may be required. Travel to other parts of the state and out of state on occasion is required.

TYPICAL WORKING CONDITIONS: Enclosed windowed or interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking. Deputies are required to travel and fully participate in investigations and prosecutions in various jurisdictions and appear in courts throughout the state.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
SPECIAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General V

POSITION NUMBER:

CITY:

ESSENTIAL FUNCTIONS:

- 35% Consistent with an advanced level attorney and with minimal supervision, performs a variety of criminal prosecutorial functions in the most complex and difficult matters and those requiring the highest level of expertise: drafts accusatory and other pleadings; coordinates discovery and subpoenas; engages in extradition proceedings; appears in state and federal courts throughout the state; conducts grand jury proceedings, hearings and trials, case resolutions, and post-conviction proceedings. Acts in a lead capacity over the work of other attorneys and staff.
- 35% Reviews, evaluates, and responds to the most complex and sensitive complaints and referrals from government agencies and the public. Coordinates law enforcement, auditing, and forensic and legal professionals in prioritizing and carrying out investigation and trial preparatory tasks. Reviews and organizes the most complex evidence collected in the course of criminal investigations. Reviews and assists in drafting search and arrest warrants. Serves on-call and responds to crime scenes in various counties and visits search warrant locations.
- 30% Performs the most complex legal research and drafts the most complex legal memoranda, public reports, pleadings, motions, oppositions to motions, and correspondence. Handles or assists with writs and appeals. Responds to Public Records Act requests. Drafts, analyzes, and advances legislation as directed. Serves as an expert in field of criminal law, advising and conferring with law enforcement and administrative agencies, governmental and non-governmental organizations and task forces; provides in-house and outside training; receives specialized training; engages in public outreach; implements innovative legal theories and practices of law within an area of specialization; effectively interacts with high-level government officials.

