

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
CORRECTIONAL LAW SECTION
DUTY STATEMENT**

CLASSIFICATION TITLE: Supervising Deputy Attorney General

STATEMENT OF DUTIES: The Correctional Law Section (CLS) handles federal- and state-court litigation in individual civil-rights cases, appellate matters, and complex class-action suits. The cases address issues ranging from state torts to constitutional claims that concern various rights, including religious practices, health care, due process, equal protection, rights of expression, and use of force. The Supervising Deputy Attorney General in CLS must have the ability and capability to oversee the handling of, and personally handle, the most complex, novel, and difficult types of cases. The Supervising Deputy Attorney General must also handle general administrative, personnel, and management matters, and ensures that his or her team members are appropriately and effectively litigating their assigned cases and producing high-quality work in an efficient and productive manner.

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

SUPERVISION EXERCISED: Directs, monitors, mentors, and supervises a legal team of Deputy Attorneys General and paralegals, directs the work of support staff, and works collaboratively and professionally with colleagues, section members, and support staff; maintains a professional and positive relationship with clients and courts; and exercises appropriate discretion in the handling of personnel and other sensitive or privileged matters.

TYPICAL PHYSICAL DEMANDS: Must be physically present in the office and may be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, with occasional overnight travel; and possess the ability to lift up to 25 pounds of books, legal files, and exhibits.

ADDITIONAL REQUIREMENTS: Must be present in the office during regular business hours nine out of every ten working days, and must complete the mandatory basic supervision training within the first year of appointment to the management team.

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

ESSENTIAL FUNCTIONS:

- 34% Provides proactive, organized, detail-oriented, hands-on leadership, supervision, direction, training, and mentorship to a team of legal professionals that includes deputies and that may include paralegals; works with, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out the most complex and difficult work; reviews all work product to ensure that it is substantively and stylistically accurate and appropriate; plans and coordinates the distribution of work; assists and strategizes with deputies to develop litigation case plans; meets regularly with deputies; and ensures that deputies are appropriately, productively, and efficiently litigating their cases.

- 33% Reviews and analyzes the monthly ProLaw and management reports; ensures that deputies' ProLaw case management and calendaring are accurate, appropriate, and up-to-date; reviews, at least monthly, deputies' and paralegals' ProLaw timekeeping entries to ensure that the deputies and paralegals are appropriately and accurately billing their time and working in an efficient manner; and reviews, at least monthly, deputies' and paralegals' absences and ensures that those absences are accurately reported. Handles a variety of general administrative and employee matters; evaluates the performance of deputies, paralegals, and support staff in probation reports and annual performance appraisals; provides positive recognition; keeps adequate documentation about deputies and paralegals; where appropriate, undertakes progressive disciplinary action against subordinates; identifies areas of growth for deputies and paralegals and works collaboratively with personnel to obtain the necessary training and instruction to address those areas of growth; and interviews and selects, or actively participates in the interview and selection process for deputies and paralegals. Works cooperatively and strategically with other Supervising Deputies to ensure proper and consistent management of teams and overall efficient deployment of resources. Maintains knowledge of and, where necessary, applies bargaining unit MOU rules, civil service laws, and regulations. Undertakes special projects assigned by the Senior Assistant.

- 33% Performs the most difficult legal work—often as the lead attorney—related to trials, appeals, and class actions, requiring the highest level of independent judgment; 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; and drafts and analyzes legislative measures and regulations.

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

