

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
EXECUTIVE OFFICE
CALIFORNIA SUPREME COURT COORDINATION UNIT
DUTY STATEMENT**

NAME: Vacant
POSITION NUMBER: 420-201-7500-xxx
CLASSIFICATION: Career Executive Assignment (C.E.A.)
JOB TITLE: Senior Assistant Attorney General – C.E.A., Level B
CBID: M01

STATEMENT OF DUTIES: The Senior Assistant Attorney General will plan, direct, and organize the statewide California Supreme Court Coordination Unit within the Criminal Law Division; develop policies and procedures for the program; represent the Attorney General, as needed, before the courts, the legislature, the public, other public agencies, and the Governor’s Office; and advise the Chief Assistant Attorney General, the Solicitor General, and the Attorney General on all matters related to noncapital litigation in the California Supreme Court and litigation matters likely to elevate to that court.

SUPERVISION RECEIVED: Under the direction of the Criminal Law Division Chief Assistant Attorney General, the Chief Deputy Attorney General, and the Attorney General (AG).

SUPERVISION EXERCISED: Directly supervises Deputy Attorney General Supervisors in the California Supreme Court Coordination Unit. Coordinates, monitors, reviews, and directs the work of other attorneys in the Appeals, Writs, and Trials Section (AWT) and the Correctional Writs and Appeals Section (CWA) within the Criminal Law Division handling noncapital criminal appellate and habeas corpus matters in the California Supreme Court.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties for up to eight hours a day and may be required to travel out of town, sometimes with overnight travel. The ability to lift up to 25 lbs. may be required.

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

ESSENTIAL FUNCTIONS:

- 25% Provides functional and administrative supervision to the Deputy Attorney General Supervisors, Deputy Attorneys General, and support staff working in the statewide California Supreme Court Coordination Unit.
- 25% Serves as a technical expert and primary legal advisor to the Chief Assistant Attorney General, the Solicitor General, and the Attorney General regarding noncapital criminal matters. Consults with the Chief Assistant Attorney General in the development and formulation of policy and program objectives, personnel management, and attorney assignments for California Supreme Court matters.
- 20% On a statewide basis, oversees all noncapital criminal and habeas matters in the California

