

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General (Range A-B)

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs legal work in the Criminal Law Division.

SUPERVISION RECEIVED: Under the direction of a Supervising Deputy Attorney General or Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, ~~in order~~ to prepare assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

ESSENTIAL FUNCTIONS:

- 50% Consistent with an increasing level of experience and with supervision, coordinate and direct investigation and criminal prosecution of progressively difficult, multi-jurisdictional cases, including, but not limited to, white-collar, high-tech and computer-crime felony offenses. Organize and prioritize progressively difficult investigation and trial preparatory tasks. Write and review search warrants. Research and write pre and post trial motions and oppositions. Appear in front of State and federal grand juries. Work closely with local, state and federal law enforcement agencies. Prepare for and conduct all aspects of trial from inception to conclusion. Travel to outside venues for trial.
- 20% Task Force Support: In conjunction with participating Deputy District Attorneys, provide legal advice and support for high-tech regional task force members in the investigation and prosecution of progressively difficult high-tech and computer related crimes. This includes:
- Writing and researching search warrants affidavits and court orders to ensure they comply with state and federal laws.
 - Reading and interpreting current state and federal statutes and case decisions which impact search, seizure and evidentiary issues.
 - Coordination and oversight of progressively difficult multiple agency investigations.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General (Range A-B)

POSITION NUMBER:

CITY:

- Assist in determining proper venue in progressively difficult cases involving multiple jurisdictions.
- Statewide and regional liaison for inquiries concerning progressively difficult high-tech and computer crime investigations from out-of-state and other regional task forces.
- Participate in developing training with local task force steering committee on prosecution issues.

20% Training: Develop and update resource material for use by local and state law enforcement officials in the investigation and prosecution of high-tech and computer related crimes. Assist, guide, train, and teach law enforcement officials and prosecutors in current and pending germane legal criminal enforcement issues.

MARGINAL FUNCTIONS:

5% Consultation and Advice: In conjunction with local district attorney in the case of small, non-task force participants or, at the request of counsel for state administrative agencies, provide legal advice and investigatory expertise to law enforcement in search and seizure issues arising out of progressively difficult high-tech and computer crime investigations. Offer prosecution assistance as needed at request of local district attorney when case is multijurisdictional or exceeds the scope and availability of local resources.

5% Legislative and Public Support: Work with industry representatives, the public, and law enforcement to propose, write, review and offer opinions on legislation which will promote the interests of protecting California residents while promoting criminal law enforcement efforts in investigating and prosecuting high-tech and computer-related crimes.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs legal work in the Criminal Law Division.

SUPERVISION RECEIVED: Under the direction of a Supervising Deputy Attorney General or Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, ~~in order~~ to prepare assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

ESSENTIAL FUNCTIONS:

- 50% **Prosecution:** Consistent with a moderate level attorney and with minimal supervision, coordinate and direct investigation and criminal prosecution of difficult, multi-jurisdictional cases, including, but not limited to, white-collar, high-tech and computer-crime felony offenses. Organize and prioritize difficult investigation and trial preparatory tasks. Write and review search warrants. Research and write pre and post-trial motions and oppositions. Appear in front of State and federal grand juries. Work closely with local, state and federal law enforcement agencies. Prepare for and conduct all aspects of trial from inception to conclusion. Travel to outside venues for trial.
- 20% **Task Force Support:** In conjunction with participating Deputy District Attorneys, provide legal advice and support for high-tech regional task force members in the investigation and prosecution of difficult high-tech and computer related crimes. This includes:
- Writing and researching search warrants affidavits and court orders to ensure they comply with state and federal laws.
 - Reading and interpreting current state and federal statutes and case decisions which impact search, seizure and evidentiary issues.
 - Coordination and oversight of difficult multiple agency investigations.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General III

POSITION NUMBER:

CITY:

- Assist in determining proper venue in difficult cases involving multiple jurisdictions.
- Statewide and regional liaison for inquiries concerning difficult high-tech and computer crime investigations from out-of-state and other regional task forces.
- Participate in developing training with local task force steering committee on prosecution issues.

20% Training: Develop and update resource material for use by local and state law enforcement officials in the investigation and prosecution of high-tech and computer related crimes. Assist, guide, train, and teach law enforcement officials and prosecutors in current and pending germane legal criminal enforcement issues.

MARGINAL FUNCTIONS:

5% Consultation and Advice: In conjunction with local district attorney in the case of small, non-task force participants or, at the request of counsel for state administrative agencies, provide legal advice and investigatory expertise to law enforcement in search and seizure issues arising out of difficult high-tech and computer crime investigations. Offer prosecution assistance as needed at request of local district attorney when case is multijurisdictional or exceeds the scope and availability of local resources.

5% Legislative and Public Support: Work with industry representatives, the public, and law enforcement to propose, write, review and offer opinions on legislation which will promote the interests of protecting California residents while promoting criminal law enforcement efforts in investigating and prosecuting high-tech and computer-related crimes.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME 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
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

POSITION NUMBER:

CITY:

STATEMENT OF DUTIES: Performs legal work in the Criminal Law Division.

SUPERVISION RECEIVED: Under the direction of a Supervising Deputy Attorney General or Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to twenty-five pounds. May be required to use a computer terminal, up to eight hours a day, in order to prepare assignments.

TYPICAL WORKING CONDITIONS: Enclosed interior office in a smoke-free environment when in office, and in a remote work environment, home office, or similar environment if teleworking.

ESSENTIAL FUNCTIONS:

- 50% **Prosecution:** Consistent with an advanced level attorney and with minimal supervision, coordinate and direct investigation and criminal prosecution of the more difficult, multi-jurisdictional cases, including, but not limited to, white-collar, high-tech and computer-crime felony offenses. Organize and prioritize the more difficult investigation and trial preparatory tasks. Write and review search warrants. Research and write pre and post trial motions and oppositions. Appear in front of State and federal grand juries. Work closely with local, state and federal law enforcement agencies. Prepare for and conduct all aspects of trial from inception to conclusion. Travel to outside venues for trial.
- 20% **Task Force Support:** In conjunction with participating Deputy District Attorneys, provide legal advice and support for high-tech regional task force members in the investigation and prosecution of the more difficult high-tech and computer related crimes. This includes:
- Writing and researching search warrants affidavits and court orders to ensure they comply with state and federal laws.
 - Reading and interpreting current state and federal statutes and case decisions which impact search, seizure and evidentiary issues.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

POSITION NUMBER:

CITY:

- Coordination and oversight of the more difficult multiple agency investigations.
- Assist in determining proper venue in the more difficult cases involving multiple jurisdictions.
- Statewide and regional liaison for inquiries concerning the more difficult high-tech and computer crime investigations from out-of-state and other regional task forces.
- Participate in developing training with local task force steering committee on prosecution issues.

20% Training: Develop and update resource material for use by local and state law enforcement officials in the investigation and prosecution of high-tech and computer related crimes. Assist, guide, train, and teach law enforcement officials and prosecutors in current and pending germane legal criminal enforcement issues.

MARGINAL FUNCTIONS:

5% Consultation and Advice: In conjunction with local district attorney in the case of small, non-task force participants or, at the request of counsel for state administrative agencies, provide legal advice and investigatory expertise to law enforcement in search and seizure issues arising out of the more high-tech and computer crime investigations. Offer prosecution assistance as needed at request of local district attorney when case is multijurisdictional or exceeds the scope and availability of local resources.

5% Legislative and Public Support: Work with industry representatives, the public, and law enforcement to propose, write, review and offer opinions on legislation which will promote the interests of protecting California residents while promoting criminal law enforcement efforts in investigating and prosecuting high-tech and computer-related crimes.

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME 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