

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
DIRECTORATE DIVISION  
OFFICE OF THE SOLICITOR GENERAL  
DUTY STATEMENT**

**NAME:**

**CLASSIFICATION:** Deputy Attorney General Supervisor

**WORKING TITLE:** Supervising Deputy Solicitor General

**STATEMENT OF DUTIES:** A Deputy Attorney General Supervisor (SDAG) in the Office of the Solicitor General (OSG) participates in the work of the OSG and provides direct supervision for other OSG employees. The SDAG leads, coordinates, monitors, and reviews the work of attorneys, paralegals, and support staff assigned to their direct supervision, and may lead or coordinate the work of others as directed by the Principal Deputy Solicitor General. The SDAG provides team members with training, first-line review of draft briefs or other work, and direct supervision in preparation for oral arguments, and periodically prepares or participates in the preparation of performance evaluations. The SDAG also assists in coordinating and monitoring work flow within OSG; takes a lead role in working with Geoffrey Wright Fellows assigned to OSG through the Attorney General's Honors Program; handles general administrative matters; assists in the review, development, and implementation of policies and procedures for or relating to OSG; and participates in the interview and selection process for other attorneys, paralegals, and staff, all under the supervision of the Principal Deputy Solicitor General. The SDAG also participates personally and substantially in the work of OSG, which includes the briefing and argument of especially complex or sensitive appellate matters; providing advice on legal issues; identifying and coordinating positions on significant or recurrent legal issues; maintaining and fostering good communication and relationships both within OSG and with other Department components, client agencies, and others; and reviewing and assisting with appellate litigation performed throughout the Department of Justice, including advising on matters of appellate practice and procedure.

**SUPERVISION RECEIVED:** Under the general supervision of the Principal Deputy Solicitor General and may also receive guidance from the Solicitor General, the Chief Deputy Attorney General, and the Attorney General.

**SUPERVISION EXERCISED:** Leads, coordinates, monitors, reviews and directs the work of other attorneys, paralegals, and support staff working in the Office of the Solicitor General, as assigned from time to time by the Principal Deputy Solicitor General or the Solicitor General.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research, drafting, editing, and other duties for up to six to eight hours a day or more. Ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. May be required to travel to out-of-town client agencies, meetings, or court hearings, including potentially in distant or remote locations, sometimes with little notice and perhaps for extended periods.

**ESSENTIAL FUNCTIONS:**

- 40% Lead, coordinate, monitor, and provide first-line review for the work of other OSG attorneys, as assigned by the Principal Deputy Solicitor General or the Solicitor General. Assist the other section attorneys in planning for and carrying out the most complex and difficult litigation. Coordinate, direct, and, as assigned, directly supervise the work of OSG paralegals or support staff. Provide training and direct supervision for both written work and oral arguments of assigned attorneys, including taking a lead role in working with Geoffrey Wright Fellows assigned to OSG through the Attorney General's Honors Program. Assist the Principal Deputy Solicitor General in coordinating and monitoring work flow within OSG, and otherwise support the Principal Deputy Solicitor General and the Solicitor General in managing OSG's activities.

40% Participate personally and substantially in the work of the Solicitor General's Office, which includes the briefing and argument of the most complex or sensitive appellate matters, providing advice on legal issues and identifying and coordinating positions on significant or recurrent legal issues. Review and assist with appellate litigation performed throughout the Department of Justice, including advising on matters of appellate practice and procedure; developing and implementing best practices for appellate litigation; and providing related development and enrichment programs for attorneys and others throughout the Department. Assist in maintaining and fostering good communication and relationships with other Department components, client agencies, and others outside the Department.

20% Handle a variety of general administrative matters. Prepare or participate in performance evaluations for other attorneys and support staff. Assist in the recruitment process for new attorneys and support staff. Coordinate OSG's participation in the Attorney General's Honors Program (Geoffrey Wright Fellowships).

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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

Revised 08/2025