

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Supervising Deputy Attorney General

WORKING TITLE: Supervising Deputy Attorney General

STATEMENT OF DUTIES: Within the Division of Medi-Cal Fraud and Elder Abuse, the Supervising Deputy Attorney General (SDAG) directs and monitors the work of a team of subordinate attorneys, may directly supervise paralegal and support staff; evaluates the performance of subordinate attorneys, paralegals, and support staff; provides training to subordinate attorneys, paralegals, and support staff; handles general administrative matters; interviews and selects, or actively participates in the interview and selection process for, subordinate attorneys, paralegals, and support staff; and personally performs the most difficult and complex legal work related to jury trials, bench trials, writs, appeals, and administrative hearings, which requires the highest level of independent judgment.

Within the Division's multi-disciplinary vertical prosecution teams, the incumbent is responsible for facilitating effective communication and collaboration between legal, auditing, and law enforcement staff, which includes participating in regular case review meetings with investigative, auditing, and legal personnel; and actively liaising with supervisorial and management staffs who oversee the auditing and investigative personnel.

SUPERVISION RECEIVED: Under the general direction of the Senior Assistant Attorney General, Criminal Prosecutions Section.

SUPERVISION EXERCISED: Reviews and monitors the work of a team of legal professionals that includes Deputy Attorneys General, paralegals, and support staff.

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 is required to travel out of town, sometimes with overnight travel and out of state. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an interior or exterior office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 50% Provides proactive, hands-on supervision to a team of legal professionals that includes Deputy Attorneys General, paralegals, and support staff; participates in, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out the most complex and difficult litigation; participates in all phases of the work of the legal professionals and support staff supervised; plans the distribution of work; reviews subordinate staff work product; and is physically present in the office when work does not mandate out-of-office work.
- 25% Handles a variety of general administrative matters; evaluates performance of subordinate staff; and assists in the recruitment process for new attorneys, paralegals, and support staff.
- 25% Performs the most difficult legal work related to jury trials, bench trials, writs, appeals, and administrative hearings; often is the lead attorney on a trial team assigned to the most difficult and complex cases; 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

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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 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 Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name