

**OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE  
OFFICE OF GENERAL COUNSEL  
DUTY STATEMENT**

**JOB TITLE:** Deputy Attorney General IV

**STATEMENT OF DUTIES:**

Deputy Attorneys General IV, within the Office of General Council (OGC) are highly experienced attorneys who successfully manage a large workload and produce exceptionally high-quality work product, sometimes under tight deadlines. Deputy Attorneys General IV exercise independent judgment and regularly interact directly with Department leadership and external clients on the most difficult, complex, sensitive, and consequential matters. Deputy Attorneys General IV are capable of leading cross-sectional teams of attorneys and non-attorney staff on significant investigations and projects over long periods of time.

OGC attorneys provide legal advice to internal and external clients and Department-related bodies in practice areas including but not limited to: information security, data storage, and data disclosure. OGC attorneys lead or provide legal support for internal investigations, for Department projects that further OGC's risk-management and compliance missions, and for the development and implementation of policies and procedures within the Department. OGC attorneys may be co-assigned to litigation matters as subject-matter experts. OGC attorneys have significant Department-wide responsibilities and are expected to provide research, analysis, and sound advice on exceptionally difficult, complex, sensitive, and consequential legal matters to clients, supervisors, managers, public officials, and representatives of public agencies. Deputy Attorneys General IV may direct, monitor, and oversee the work of paralegals and other support staff and may act as a lead person over the work of other attorneys.

**SUPERVISION RECEIVED:** Deputy Attorneys General IV work under the supervision of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In a particular matter, the Deputy Attorney General Supervisor or Senior Assistant Attorney General may designate another supervisor/manager to oversee the work of the deputy.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to twenty-five pounds may be required. Occasional statewide travel may be required.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. While teleworking, OGC attorneys must work in compliance with the office's Telework Program Policy and Procedural Guide and any applicable OGC telework policies. May be required to work over eight hours a day and/or on weekends/holidays as required by operational needs.

## **ESSENTIAL FUNCTIONS:**

- 60% Provides research, analysis, and sound advice on the more difficult, complex, sensitive, and consequential legal matters to clients, supervisors, managers, public officials, and representatives of public agencies in practice areas including but not limited to: information security, data storage, and data disclosure; law-enforcement operations; litigation management and oversight; public contracting; grant programs administered by the Department; inter-agency agreements and memorandums of understanding; document retention and preservation; professional ethics; financial conflicts and other government ethics requirements; regulations; the Public Records Act; the Administrative Procedure Act; the Bagley-Keene Act's open meeting requirements; and public finance. Regularly interacts with employees throughout the Department, including senior executives, and entities outside the Department; presents advice in a professional manner and maintains effective working relationships with internal and external entities. Routinely represents OGC in internal and external meetings.
- 30% Leads or provides legal support for internal investigations, for Department projects that further OGC's risk-management and compliance missions, and for the development and implementation of policies and procedures within the Department. Functions as subject-matter expert when co-assigned to litigation matters. These assignments are highly variable in nature and require flexibility, an ability to quickly become familiar with a new program area or area of law, an ability to gather facts and assess legal risks, an ability to quickly establish effective working relationships with employees throughout the Department, including senior executives, and an ability to manage investigations and projects over a long period of time. Exercises a high degree of independence while operating under the overall direction of the Deputy Attorney General Supervisor and the Senior Assistant Attorney General.
- 10% Performs various administrative functions including: timely calendars deadlines, case events, travel, and leave; timely enters information (including documents and advice recommendations) in ProLaw and ensures the ProLaw file is kept up to date; timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely, and timely records leave in Workday; completes mandatory training and takes advantage of professional training opportunities; provides mentoring and training to deputies, paralegals, and interns; participates in the hiring of deputies and paralegals as requested; attends OGC meetings and assists with the meetings as requested; timely files necessary paperwork to obtain approval to, e.g., to travel out of state; effectively uses video-conferencing and other work-related technology.

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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.

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Employee Name

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE,  
OFFICE OF GENERAL COUNSEL  
PUBLIC RECORDS ACT UNIT**

**JOB TITLE:** Deputy Attorney General III

**STATEMENT OF DUTIES:**

The Office of General Counsel (OGC) within the Department of Justice is primarily responsible for mitigating legal risks and costs; ensuring compliance with applicable laws and ethical obligations across the Department; overseeing the development of Department policies and procedures; and serving as a clearinghouse for the provision of legal advice to the Department's various programs and bureaus. The Public Records Act Unit within the Office of General Counsel has special responsibility for providing legal advice and representation to the Attorney General, other state constitutional officers, every division within the Department of Justice, and various other state agencies and departments concerning the California Public Records Act. The attorneys advise on, coordinate, and handle responses to Public Records Act requests, and they litigate Public Records Act matters. Attorneys in the Unit may also be assigned to other matters that are within the responsibility of the Office of General Counsel, including but not limited to matters related to record preservation, data security, protection of personally identifiable information and other confidential data, various matters related to the Department's non-legal programs (such as the Division of Law Enforcement, Criminal Justice Information Services, Communications, and Operations), contracting, ethics issues, and promulgation of regulations.

Deputy Attorneys General III are experienced attorneys with the ability to capably handle the routine legal work of the section, as well as the difficult, complex, sensitive, and consequential legal work of the section, and to produce favorable results. They ably manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. They are also effective oral advocates. Deputy Attorneys General III gradually exercise more independent judgment in representing the section's clients on increasingly difficult, complex, sensitive, and consequential legal matters, and may be assigned litigation of similar difficulty, complexity, sensitivity, and consequence, including cases that may be appealed to the highest courts. Deputy Attorneys General III may direct, monitor, and oversee the work of paralegals, and may act as a lead person over the work of other attorneys.

**SUPERVISION RECEIVED:** Deputy Attorneys General III work under the supervision of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In a particular matter, the Deputy Attorney General Supervisor or Senior Assistant Attorney General may designate another supervisor/manager to oversee the work of the deputy.

**OVERSIGHT EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to twenty-five pounds may be required. Occasional statewide travel may be required.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. While teleworking, OGC attorneys must work in compliance with the office's Telework Program Policy and Procedural Guide and any applicable OGC telework policies. May be required to work over eight hours a day and/or on weekends/holidays as required by operational needs.

### **DUTIES (Essential Functions)**

45% Provides research, analysis, and sound advice on difficult, complex, and sensitive matters related to public records, including formal and informal legal advice, both verbally and in writing, in light of evolving technology and relevant constitutional and statutory privacy considerations; ensures that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form.

15% Provides effective advice and counsel regarding other matters that are within the responsibility of the Office of General Counsel.

10% Effectively manages a group of cases that are difficult, complex, sensitive, and of increasing consequence, while meeting all deadlines; investigates facts and analyzes evidence; develops litigation plans, trial themes, and trial strategies; efficiently prepares and responds to pleadings, petitions, motions, writs, briefs, memoranda, written discovery requests (including e-discovery), evidentiary objections, settlement offers, other legal documents, and correspondence (including emails); retains consultants; retains and prepares expert witnesses for trial; takes and defends depositions; prepares witnesses for trial; prepares for mediation or other resolution; prepares for trial including, as necessary, by participating in mock trials or moot courts; examines and cross-examines witnesses; prepares jury instructions and verdict forms.

10% Strategizes with supervisors, other deputies, and clients on case issues; coordinates with the Office of the Solicitor General as necessary; follows the Department of Justice policies, procedures, and guidelines in the handling of cases; efficiently researches and analyzes the legal issues at hand; efficiently produces high-quality work product, sometimes under tight deadlines, that is legally and factually accurate, persuasive, and written with proper tone; timely submits work product for review by supervisors and clients; keeps supervisors and clients apprised of case developments; timely responds to client inquiries; advises clients on the estimated costs of litigation, the policy implications of litigation, and the risks and benefits of settlement; engages in mediation and settlement negotiations as appropriate.

10% Performs various administrative functions including: timely calendars deadlines, case events, travel, and leave; timely enters case information (including documents) in ProLaw and ensures that case information, milestones, and deadlines are kept up to date; timely requests approval to take leave; enters time in ProLaw promptly, accurately, and completely, and timely records leave in Workday; completes mandatory training and takes advantage of professional training opportunities; provides mentoring and training to deputies, paralegals, and interns; participates in the hiring of deputies and paralegals as

requested; attends section meetings and assists with the meetings as requested; timely files necessary paperwork to obtain approval to, e.g., hire expert witnesses, travel out of state, and take certain actions (e.g., file an amicus brief); effectively uses video-conferencing and other work-related technology.

- 5% Provides research, analysis, and sound advice on special legal assignments, projects, and other tasks of increasing difficulty, complexity, sensitivity, and consequence, such as and analyzing proposed legislation and regulations; conducts related legal and other research.
- 5% Effectively handles appellate litigation of increasing difficulty, complexity, sensitivity, and consequence, while meeting all deadlines; efficiently prepares and responds to petitions, motions, writs, briefs, memoranda, other legal documents, and correspondence (including emails); participates in moot courts to prepare for oral argument and serves as moot court judge for other attorneys.

### **KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION**

- Knowledge of the areas of law handled by the section.
- Knowledge of: (a) the laws, rules, and guidelines governing professional conduct and conflicts of interest, including professional and financial conflicts of interest and conflicts between clients, (b) duties and powers of the California Attorney General, (c) principles of administrative and constitutional law, (d) rules of evidence and civil procedure, (e) rules of court, (f) rules governing the conduct of proceedings before administrative bodies, and (g) the Department of Justice policies, procedures, and guidelines.
- Ability to handle all aspects of trial court litigation, administrative proceedings, and appellate litigation, and to effectively advocate the client's position in court and before administrative bodies.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to efficiently complete research (including through use of online resources), and to efficiently produce work product that is legally and factually accurate, persuasive, and written with proper tone.
- Ability to efficiently review and organize voluminous paper and electronically stored documents, including through use of litigation software.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to exercise good judgment and to work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.
- Ability to effectively use ProLaw to manage case files and ensure prompt and accurate billing to clients, and to effectively use Workday.

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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.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Typed or Printed Name

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Typed or Printed Name