

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

JOB TITLE: Deputy Attorney General Supervisor

STATEMENT OF DUTIES:

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

In addition to legal duties, Deputy Attorney General Supervisors direct, monitor, and evaluate the work of a team of Deputy Attorneys General. Deputy Attorney General Supervisors provide substantive support, assistance, and training to Deputy Attorneys General handling the most difficult and complex matters. Additionally, Deputy Attorney General Supervisors supervise, evaluate the performance of, and provide substantive input to paralegals. They also handle general administrative matters including participation in the interview and selection process for Deputy Attorney General Supervisors, Deputy Attorneys General, and paralegals.

SUPERVISION RECEIVED: Deputy Attorney General Supervisors work under the supervision of the Senior Assistant Attorney General and the General Counsel.

OVERSIGHT EXERCISED: Deputy Attorney General Supervisors may direct, monitor, and oversee the work of attorneys, paralegals and other support staff.

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:

50% Provides active, hands-on supervision to a team of legal professionals that includes Deputy Attorneys General and that may include other legal and non-legal staff; participates in, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out the most difficult, complex, sensitive, and consequential legal matters; participates in all phases of

the work of the legal professionals supervised; plans the distribution of work and reviews attorney and paralegal work product; and is physically present in the office when required by managerial or operational needs.

- 25% Provides 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 in OGC practice areas. 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. 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 Senior Assistant Attorney General.
- 25% Handles a variety of general administrative matters; evaluates performance of subordinate attorneys and support staff; assists in the recruitment process for new attorneys and support staff.

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 Name

Supervisor Name

Employee Signature

Date

Supervisor Signature

Date