

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
OFFICE OF COMMUNICATIONS**

NAME:

CLASSIFICATION: Information Officer I (Specialist)

WORKING TITLE: Deputy Speechwriter

STATEMENT OF DUTIES: Under the direction of the Director and Executive Speechwriter in the Office of Communications, the Deputy Speechwriter drafts speeches, talking points, and statements for the Attorney General, in addition to writing and editing press releases, op-eds, and other departmental publications. The Deputy Speechwriter will also be expected to reply to difficult and complex departmental inquiries and correspondence.

SUPERVISION RECEIVED: Reports to the Executive Speechwriter. Will also receive direction from the Director of Communications.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer workstation for extended periods of time.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office may work in an enclosed office or cubicle in a high rise building and smoke-free environment. Statewide travel may be necessary.

ESSENTIAL FUNCTIONS:

- 50% Drafts speeches and talking points for the Attorney General, writes and edits op-eds, scripts, internal communications, and other departmental publications on a variety of litigation, policy, and legislative issues. Reviews printed and other public information materials of the various divisions and sections of the Attorney General's Office and the Department of Justice. Researches and prepares information for public dissemination and education on issues of importance and relevance to the Department.
- 20% Maintains database of local, state, national, and international opportunities (e.g., conferences and events put on by legal/law enforcement organizations, non-profits, think tanks, media, etc.) for the Attorney General and senior staff to participate in that will help elevate the work of the Department.
- 15% Works closely with the executive team, legal, and law enforcement staff across the Department to construct remarks and respond to news media, internal stakeholders, and

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external stakeholders.

- 10% Works closely with communications staff to develop and execute new and innovative ideas for news and social media content that makes the Department accessible to more Californians.
- 5% Provides support to the Director of Communications and Executive Speechwriter regarding communications materials and other projects as assigned. Provides in-person support to the Attorney General and Office of Communications at press conferences, events, roundtables, and other instances as assigned.

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