

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

**NAME:**

**JOB TITLE:** Deputy Attorney General IV

**STATEMENT OF DUTIES:** The Opinion Unit carries out the Attorney General's responsibility to provide legal opinions upon request to designated state and local public officials and government agencies on issues arising in the course of their duties. The formal legal opinions of the Attorney General are widely published, and are generally accorded weight and respect by requesters, courts, and the public. A Deputy Attorney General (DAG) IV in the Opinion Unit must have and exercise the ability and judgment to personally research and draft responses to the more complex, politically sensitive, varied, and difficult questions posed by designated public officials, with limited supervision. The DAG IV is also expected to respond to contacts and inquiries from the press, public, public officers, private professionals, and all sectors of the Attorney General's Office relating to these questions. The DAG IV applies a high level of sound legal, policy, and political judgment, and exercises tact and diplomacy, in all matters. The DAG IV also works professionally and collaboratively with other members of the Unit and with all sectors of the Attorney General's Office; meets productivity expectations while managing competing priorities and deadlines; and expects and handles public scrutiny and pressures to produce high quality work within defined timeframes. When operational needs require it, the DAG IV works, individually or collaboratively, on assignments originating in other sections of the Attorney General's Office.

**SUPERVISION RECEIVED:** Under the general direction of the Deputy Attorney General Supervisor and may also receive guidance from the Senior Assistant Attorney General.

**SUPERVISION EXERCISED:** May direct and monitor the work of other staff, including analysts, secretaries, and student interns on discrete projects, as directed by the Deputy Attorney General Supervisor or Senior Assistant Attorney General.

**TYPICAL PHYSICAL DEMANDS:** May be required to work at a computer terminal while performing research and other duties for up to eight hours a day; and should possess the 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 interior or exterior window office in a smoke-free environment. May be required to travel out of town, sometimes with overnight travel, for trainings and meetings.

**ESSENTIAL FUNCTIONS:**

## Opinion Unit - DAG IV

- 30% Performs the more difficult, complex, and sensitive legal research, background research, legislative history research, and all other research necessary, consistent with an advanced level attorney, to write opinions on behalf of the Attorney General.
- 30% Drafts legal opinions suitable for publication, as well as correspondence and memoranda, concerning the more difficult, complex, and sensitive questions presented by public officials. Thoroughly and accurately cite checks and proofreads personal drafts for publication. Communicates promptly and professionally with opinion requesters, legislators, state and local government officials, private law firms, lobbyists, concerned citizens, and other parties interested in the subject matter of opinions. Handles a variety of general administrative matters and special projects as assigned by the Deputy Attorney General Supervisor or the Senior Assistant Attorney General. Renders legal advice to the Attorney General on request. Responds to Public Records Act requests and Public Inquiry Unit requests, as assigned.
- 25% Evaluates quality of writing and legal analysis contained in opinions prepared by peers for the Attorney General. Provides written comments on peer draft opinions. Consults with executive staff, supervisors, peers, and other sectors of the Attorney General's Office on the more complex and sensitive questions relating to requests for opinions and quo warranto proceedings.
- 10% Supervises all aspects of quo warranto court proceedings undertaken by relators who have been granted leave to sue. Communicates with public officials, parties, counsel, and courts on the more complex and sensitive questions relating to quo warranto proceedings.
- 5% Ensures that ProLaw time keeping, case management entries, and documents are accurate and up-to-date; drafts documents; manages assignments with the use of ProLaw; and ensures maintenance of information in ProLaw, including correspondence, reports, drafts, and significant emails. Exercises sound client-billing judgment on billable matters. Complies with all Unit policies and guidelines.

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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.

Opinion Unit - DAG IV

☐ 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 09/2025

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

**NAME:**

**JOB TITLE:** Deputy Attorney General III

**STATEMENT OF DUTIES:** The Opinion Unit carries out the Attorney General's responsibility to provide legal opinions upon request to designated state and local public officials and government agencies on issues arising in the course of their duties. The formal legal opinions of the Attorney General are widely published, and are generally accorded weight and respect by requesters, courts, and the public. A Deputy Attorney General (DAG) III in the Opinion Unit must have and exercise the ability and judgment to personally research and draft responses to moderately complex, politically sensitive, varied, and difficult questions posed by designated public officials. The DAG III is also expected to respond to contacts and inquiries from the press, public, public officers, private professionals, and all sectors of the Attorney General's Office relating to these questions. The DAG III applies a high level of sound legal, policy, and political judgment, and exercises tact and diplomacy, in all matters. The DAG III also works professionally and collaboratively with other members of the Unit and with all sectors of the Attorney General's Office; meets productivity expectations while managing competing priorities and deadlines; and expects and handles public scrutiny and pressures to produce high quality work within defined timeframes. When operational needs require it, the DAG III works, individually or collaboratively, on assignments originating in other sections of the Attorney General's Office.

**SUPERVISION RECEIVED:** Under the general direction of the Deputy Attorney General Supervisor, and may also receive guidance from the Senior Assistant Attorney General.

**SUPERVISION EXERCISED:** May direct and monitor the work of other staff, including analysts, secretaries, and student interns on discrete projects, as directed by the Deputy Attorney General Supervisor or the Senior Assistant Attorney General.

**TYPICAL PHYSICAL DEMANDS:** May be required to work at a computer terminal while performing research and other duties for up to eight hours a day; and should possess the 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 interior or exterior window office in a smoke-free environment. May be required to travel out of town, sometimes with overnight travel, for trainings and meetings.

### **ESSENTIAL FUNCTIONS:**

- 30% Performs difficult, complex, and sensitive legal research, background research, legislative history research, and all other research necessary, consistent with a moderately experienced attorney, to write opinions on behalf of the Attorney General.
- 30% Drafts legal opinions suitable for publication, as well as correspondence and memoranda, concerning difficult, complex, and sensitive questions presented by public officials. Thoroughly and accurately cite checks and proofreads personal drafts for publication. Communicates promptly and professionally with opinion requesters, legislators, state and local government officials, private law firms, lobbyists, concerned citizens, and other parties interested in the subject matter of opinions. Handles a variety of general administrative matters and special projects as assigned by the Deputy Attorney General Supervisor or the Senior Assistant Attorney General. Renders legal advice to the Attorney General, on request. Responds to Public Records Act requests and Public Inquiry Unit requests, as assigned.
- 25% Evaluates quality of writing and legal analysis contained in opinions prepared by peers for the Attorney General. Provides written comments on peer draft opinions. Consults with executive staff, supervisors, peers, and other sectors of the Attorney General's Office on complex and sensitive questions relating to requests for opinions and quo warranto proceedings.
- 10% Supervises all aspects of quo warranto court proceedings undertaken by relators who have been granted leave to sue. Communicates with public officials, parties, counsel, and courts on complex and sensitive questions relating to quo warranto proceedings.
- 5% Ensures that ProLaw time keeping, case management entries, and documents are accurate and up-to-date; drafts documents; manages assignments with the use of ProLaw; and ensures maintenance of information in ProLaw, including correspondence, reports, drafts, and significant emails. Exercises sound client-billing judgment on billable matters. Complies with all Unit policies and guidelines.
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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's Signature                      Date

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Supervisor's Signature                      Date

Revised 09/2025

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

**NAME:**

**CLASSIFICATION:** Deputy Attorney General

**STATEMENT OF DUTIES:** The Opinion Unit prepares legal opinions on behalf of the Attorney General when requested by designated state and local public officials and government agencies on issues arising in the course of their duties. The formal legal opinions of the Attorney General are widely published, and are generally accorded great weight and respect by requesters, courts, and the public. A Deputy Attorney General (DAG) in the Opinion Unit must have and exercise the ability and judgment to personally research and draft responses to less complex questions posed by designated public officials. The DAG is also expected to respond to contacts and inquiries from the press, public, public officers, private professionals, and all sectors of the Attorney General's Office relating to these questions. The DAG applies a high level of sound legal, policy, and political judgment, and exercises tact and diplomacy, in all matters. The DAG also works professionally and collaboratively with other members of the Unit and with all sectors of the Attorney General's Office; meets productivity expectations while managing competing priorities and deadlines; and expects and handles public scrutiny and pressures to produce high quality work within defined timeframes. When operational needs require it, the DAG works, individually or collaboratively, on assignments originating in other sections of the Attorney General's Office.

**SUPERVISION RECEIVED:** Under the supervision of the Deputy Attorney General Supervisor and may also receive guidance from the Senior Assistant Attorney General.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** May be required to work at a computer terminal while performing research and other duties for up to eight hours a day; and should possess the 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 interior or exterior window office in a smoke-free environment. May be required to travel out of town, sometimes with overnight travel, for trainings and meetings.

**ESSENTIAL FUNCTIONS:**

30% Performs legal research, background research, legislative history research, and all other research necessary to write opinions on behalf of the Attorney General.

- 30% Drafts legal opinions suitable for publication, as well as correspondence and memoranda, concerning questions of increasing complexity presented by public officials. Thoroughly and accurately cite checks and proofreads personal drafts for publication. Communicates promptly and professionally with opinion requesters, legislators, state and local government officials, private law firms, lobbyists, concerned citizens, and other parties interested in the subject matter of opinions. Handles a variety of general administrative matters and special projects as assigned by the Deputy Attorney General Supervisor or the Senior Assistant Attorney General. Renders legal advice to the Attorney General, on request. Responds to Public Records Act requests and Public Inquiry Unit requests, as assigned.
- 25% Evaluates quality of writing and legal analysis contained in opinions prepared by peers for the Attorney General. Provides written comments on peer draft opinions. Consults with executive staff, supervisors, peers, and other sectors of the Attorney General's Office on moderately complex and sensitive questions relating to requests for opinions and quo warranto proceedings.
- 10% Supervises all aspects of quo warranto court proceedings undertaken by relators who have been granted leave to sue. Communicates with public officials, parties, counsel, and courts on moderately complex and sensitive questions relating to quo warranto proceedings.
- 5% Ensures that ProLaw time keeping, case management entries, and documents are accurate and up-to-date; drafts documents; manages assignments with the use of ProLaw; and ensures maintenance of information in ProLaw, including correspondence, reports, drafts, and significant emails. Exercises sound client-billing judgment on billable matters. Complies with all Unit policies and guidelines.

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- ☐ 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 07/2026