

**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.

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

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

JOB TITLE: Deputy Attorney General III

STATEMENT OF DUTIES:

Deputy Attorneys General III, within the Office of General Counsel (OGC) are experienced attorneys with the ability to handle the routine legal work, as well as the difficult, complex, sensitive, and consequential legal work of OGC, and to produce favorable results. They ably manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. Deputy Attorneys General III gradually exercise more independent judgment in interacting with Department leadership and external clients on the most difficult, complex, sensitive, and consequential matters. Deputy Attorneys General III gradually transition into leading cross-sectional teams of attorneys and non-attorney staff on significant investigations and projects over long time periods.

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 III 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 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.

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 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 quickly, 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.

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

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

JOB TITLE: Deputy Attorney General V

STATEMENT OF DUTIES:

Deputy Attorneys General V, within the Office of General Counsel (OGC), are the most experienced attorneys in OGC who have demonstrated the ability to 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 Attorneys General V 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 V 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 V 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 V 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 most 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 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