

**DUTY STATEMENT
DEPARTMENT OF JUSTICE, CIVIL LAW DIVISION
CORRECTIONAL LAW SECTION**

JOB TITLE: Deputy Attorney General III

GENERAL STATEMENT:

The Correctional Law Section (CLS) litigates civil-rights cases, appeals, and complex class actions in state and federal courts. CLS defends state agencies and individuals against claims of wrongful death, excessive force, sexual assault, due process, equal protection, retaliation, substandard medical care, disability discrimination, religious discrimination, cruel and unusual punishment (including the death penalty), and other constitutional claims.

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.

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

OVERSIGHT EXERCISED: 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.

TYPICAL PHYSICAL DEMANDS:

- May be required to sit for long hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas, including prisons/correctional facilities.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

TYPICAL WORKING CONDITIONS:

- May be required to work over eight hours a day and on weekends/holidays, including during trials and administrative hearings or as otherwise required by operational needs.
- While working in the office, works in an enclosed interior or exterior window office in a smoke-free environment.

- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

DUTIES (Essential Functions)

- 30% Effectively performs increasingly difficult, complex, sensitive, and consequential legal work consistent with a moderate level of litigation experience, including analysis of increasingly difficult legal issues arising from constitutional claims and state torts relating to correctional law; prepares a variety of written legal work related to civil litigation at all levels of state and federal trial and appellate courts, including dispositive motions, complex discovery issues, analytical settlement recommendations and briefs, and trial documents.
- 20% Effectively performs proactive, organized, detail-oriented, and hands-on legal work in increasingly difficult, complex, sensitive, and consequential cases; monitors all aspects of those cases under the supervision of a Supervising Deputy Attorney General with the assistance of paralegal and support staff; performs thorough fact investigations and legal research; develops litigation plans and roadmaps on all active cases; efficiently resolves problematic cases through mediation; works efficiently and productively to reduce litigation costs, attorneys' fees, and impact on prison or parole operations; and exercises sound legal judgment.
- 20% Provides effective advocacy in increasingly difficult, complex, sensitive, and consequential trials, hearings, administrative proceedings, oral arguments, and other matters.
- 10% Appears before state and federal trial and appellate courts on assigned cases to represent clients at hearings, settlement conferences, first-chair trials, and appeals; meets with, interviews, or deposes clients, inmates, witnesses, prison personnel, and other individuals at prisons or other out-of-town locations.
- 10% Strategizes with supervisors, other deputies, and clients on case issues; coordinates with the Office of the Solicitor General on its involvement in cases as necessary; follows the Department of Justice policies, procedures, and guidelines in handling 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 prepares 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.

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.

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

Typed or Printed Name

Typed or Printed Name