

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
SPECIAL LITIGATION SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General IV

WORKING TITLE: Deputy Attorney General

STATEMENT OF DUTIES: The Special Litigation Section carries out the Attorney General's initiatives in opposition to federal action. A Deputy Attorney General (DAG) IV in the Special Litigation Section provides advice on complex or novel federal litigation with limited supervision, and reviews and assists with federal litigation performed on behalf of the Attorney General. The DAG IV will be expected to monitor all Presidential and Federal Accountability work department-wide and develop and maintain a tracking system for legal efforts. The DAG IV works professionally and collaboratively with other members of the Section 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 Supervising Deputy Attorney General and may also receive guidance from the Career Executive Assignment, Chief Counsel for Special Litigation.

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.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment. Occasional nationwide travel may be required.

ESSENTIAL FUNCTIONS:

45% Performs the more complex and sensitive legal research, background research, legislative history research and all other research necessary to address federal litigation on behalf of the Attorney General, applying sound legal, policy, and political judgment. Reviews incoming executive actions and analyzes potential courses of actions. Reviews proposed

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legal packages, draft pleadings, and court decisions. Gathers information relevant to litigation and efficiently produces high-quality legal work, sometimes under significant time pressure and tight deadlines.

- 40% Drafts correspondence and memoranda concerning the more complex and sensitive federal litigation matters. Communicates promptly and professionally with other legal divisions and multi-state colleagues. Renders legal advice to the Attorney General on request, and provides consultations on legal matters to executive staff, including special assistants, press officers, legislative liaisons, and others, as requested. Maintains organization of all relevant matters, including a tracker reflecting cross-divisional litigation, investigation, and administrative matters.
- 10% Communicates with public officials, parties, and counsel on more complex and sensitive situations relating to federal proceedings. Routinely represents the Special Litigation Section in internal and external meetings. Handles a variety of general administrative matters and special projects as assigned by the Deputy Attorney General Supervisor, including policy memoranda, presentations, and proposed legislation and regulations, as assigned.
- 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 Section policies and guidelines.

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 Signature Date

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Supervisor Signature Date