

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
WORKER RIGHTS AND FAIR LABOR SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Supervising Deputy Attorney General

STATEMENT OF DUTIES: Attorneys in the Worker Rights and Fair Labor Section of the Public Rights Division handle complex, sensitive and difficult legal work in the Worker Rights and Fair Labor Section of the Public Rights Division for the Attorney General. The Supervising Deputy Attorney General directs and monitors the work of a team of subordinate attorneys, may directly supervise paralegals, and directs the work of support staff; evaluates the performance of subordinate attorneys and paralegals; provides training to subordinate attorneys and paralegals; handles general administrative matters; interviews and selects, or actively participates in the interview and selection process for, subordinate attorneys and paralegals; and personally performs the most difficult and complex legal work related to jury trials, bench trials, writs, appeals, and administrative hearings, which requires the highest level of independent judgment.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, the Chief Assistant Attorney General, the Chief Deputy to the Attorney General, and the Attorney General.

SUPERVISION EXERCISED: Reviews and monitors the work of a team of legal professionals that includes Deputy Attorneys General and may include paralegals.

TYPICAL PHYSICAL DEMANDS: The Supervising Deputy Attorney General is required to be physically present in the office and may be required to sit at a computer terminal while performing research and other duties for up to six to eight hours a day; is required to travel out of town, sometimes with overnight travel. Ability to lift case files up to 25 pounds.

ADDITIONAL REQUIREMENTS: Must be present in the office, during regular business hours, at least nine out of every ten working days. On any alternative work day, must be available by telephone to address any departmental emergencies.

TYPICAL WORKING CONDITIONS: Enclosed windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 50% Provides proactive, hands-on supervision to a team of legal professionals that includes Deputy Attorneys General and that may include paralegals or auditors; participates in, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out the most complex and difficult litigation; participates in all phases of the work of the legal professionals supervised; plans the distribution of work and reviews attorney and paralegal work product; and is normally physically present in the office when work does not mandate out-of-office work.
- 25% Handles a variety of general administrative matters; evaluates performance of subordinate attorneys and support staff; assists in the recruitment process for new attorneys and support staff.
- 25% Performs the most difficult legal work related to jury trials, bench trials, writs, appeals, and administrative hearings; often is the lead attorney on a trial team assigned to the most difficult and complex cases; appears before various federal and state courts and administrative bodies on the most difficult and sensitive cases, and may appear in the highest levels of the appellate courts; conducts or supervises special investigations of the most sensitive or difficult nature; drafts and analyzes legislative measures and regulations.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

 Printed Name Date
 Employee's Signature

 Printed Name Date
 Supervisor's Signature