

**DEPARTMENT OF JUSTICE
CRIMINAL LAW DIVISION
CYBERCRIME SECTION
DUTY STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-253-7500-xxx

CLASSIFICATION: Career Executive Assignment (C.E.A.)

JOB TITLE: Senior Assistant Attorney General – C.E.A., Level B

CBID: M01

STATEMENT OF DUTIES: The Senior Assistant Attorney General (SAAG) plans, organizes and directs the work of the statewide Cybercrime Section (CYS) within the Criminal Law Division. The SAAG oversees the investigation and prosecution of multi-jurisdictional crimes involving high technology; oversees the provision of investigative and prosecutorial support to high-tech task forces around the state and to rural counties that lack access to a high-tech task force; coordinates responses to out-of-state technology-crime investigation requests; oversees the support for technology crime investigations that are initiated by other state agencies; oversees the provision of legal support for state-operated digital forensics laboratories; and develops and provides training for judges, prosecutors, law enforcement officers, and the public on the importance of evolving technology-related crime issues.

In addition to the supervision of Cybercrime's prosecution and advice functions, the SAAG serves as a technical expert and primary legal advisor to the Attorney General (AG), Chief Deputy Attorney General (CDAG), the Chief Assistant Attorney General (CAAG), client state agencies, and the Governor's Office on complex legal issues surrounding Cybercrime investigations. When requested by the CAAG, the SAAG reports directly to the AG on the status of cases or on issues pertaining to identity theft, computer, and technology crimes. The SAAG consults with the CAAG in the development and formulation of litigation, policy and program objectives, personnel management, and employee utilization; has principal responsibility for personnel management and employee utilization within the Section and provides direction and guidance to subordinates. The SAAG may personally assist subordinates in complex litigation, reviews annual budget requests, assigns or performs legislative analyses and performs ongoing programmatic monitoring and reporting functions.

SUPERVISION RECEIVED: Under the direction of the Criminal Law Division CAAG, the CDAG, and the AG.

SUPERVISION EXERCISED: Directly supervises a Deputy Attorney General Supervisor, a Supervising Investigative Auditor, Investigative Auditors, Special Investigators, paralegals, and analysts.

TYPICAL PHYSICAL DEMANDS: May be required to sit at and use a computer terminal, while performing research and other duties, up to eight hours a day. Ability to pull and replace files. Ability to lift up to 25 lbs. may also be required. May be required to travel as necessary.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office or cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 35% On a statewide basis, oversees all state criminal prosecutions of multi-jurisdictional technology crimes by the AG's Office. Reviews and directs the assigned Cybercrime staff in their assignments and provides oversight of support personnel.
- 30% Directs the investigation and prosecution of individual cases as necessary, including those involving critical policy issues or developments; ensures uniformity and consistency in approaches to and treatment of federal and state matters brought for criminal prosecution. Assists and oversees development of the most complex Cybercrime matters.

Monitors electronic case management of section staff to provide statistical support for workload accountability and timeliness. Undertakes administrative responsibilities, including personnel matters, annual performance appraisals, reviewing monthly section reports and section billings, identifying the need for resources necessary for the mission of the section, and developing plans for recruitment of new staff.
- 15% Guides the development of state policy on issues relating to the interpretation and enforcement of applicable criminal statutes to identity theft, computer, and technology crimes. Reviews proposed legislation dealing with identity theft, computer, and technology crime-related issues and attendant litigation. Consults with the CDAG or the CAAG in the development and formulation of legal and litigation policy and program objectives, personnel management, and employee utilization.
- 10% Coordinate with the enforcement branches of various state administrative agencies to identify and bring to prosecution appropriate criminal matters. Coordinate with local and federal law enforcement agencies and District Attorney's offices in identifying, investigating and prosecuting multi-jurisdictional identity theft, computer, and technology crimes. Offer investigative, audit, and prosecutorial assistance as necessary.
- 5% Provides training and expertise to local and state law enforcement agencies in the investigation and prosecution of multi-jurisdictional identity theft, computer, and technology crimes. Serves as technical expert and primary legal advisor to the AG with regard to the status of pending Cybercrime criminal prosecutions and legislative matters of statewide significance that relate to technology crimes. Provides education to state and local government agencies on the importance of strong information-security practices and evolving technology-related crime issues.
- 5% Reviews pleadings as necessary on specific issues or cases which may substantially impact substantive legal or evidentiary trial matters of statewide import. Ensures consistent and uniform approaches to sentencing matters. Review statutory and case law for evidence of substantive changes or developments and apprise local prosecutors and Cybercrime staff.

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.

Signature Date
Senior Assistant Attorney General

Signature Date
Chief Assistant Attorney General