DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
NATURAL RESOURCES LAW SECTION
DUTY STATEMENT

NAME:
JOB TITLE: Supervising Deputy Attorney General

STATEMENT OF DUTIES: Attorneys within the Natural Resources Law Section of the Public Rights Division perform complex legal work for client agencies, including the Department of Fish & Wildlife, Department of Water Resources, the Air Resources Board, the State Water Resources Control Board, the Regional Water Quality Control Boards, CalRecycle, the Department of Forestry and Fire Protection, the Department of Pesticide Regulation, and Department of Food & Agriculture. Cases in the section include water and air quality, water rights, recycling, waste management, fish and game regulation, natural resource damages, timber harvest plans, fire suppression cost recovery, oil spills and Department of Food and Agriculture matters. 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 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: 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 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; 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 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, including class actions; 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; advises various legal jurisdictions, public officials and representatives of public agencies on legal issues; 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 (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's Signature Date Supervisor's Signature Date