

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CHARITABLE TRUSTS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Deputy Attorney General Supervisor

STATEMENT OF DUTIES: Attorneys within the Charitable Trusts Section of the Public Rights Division investigate and bring independent charitable trust enforcement actions on behalf of the Attorney General. The Deputy Attorney General Supervisor directs and monitors the work of a team of subordinate attorneys, may directly supervise non-attorney staff and support staff, including paralegals and investigative auditors; evaluates the performance of subordinate attorneys and non-attorney and support staff; provides training to subordinate attorneys and other staff; handles general administrative matters; interviews and selects, or actively participates in the interview and selection process for, subordinate attorneys and other staff, including paralegals and investigative auditors; 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: The Deputy Attorney General Supervisor directs, monitors and supervises a legal team of Deputy Attorneys General and various support staff.

TYPICAL PHYSICAL DEMANDS: May be 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 eight hours a day or more. May be required to travel outside of assigned office locations, sometimes overnight, within the state or out of state. Ability to lift up to 25 pounds may be required.

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

ESSENTIAL FUNCTIONS:

- 25% Provides supervision and direction to a team of legal professionals that includes Deputy Attorneys General, and may include paralegals and support staff ; participates in, assists, and monitors subordinate attorneys, paralegals, and support staff in planning for and carrying out the most complex and difficult litigation; plans the distribution of work; reviews and edits attorney and paralegal work product; and is physically present in the office when work does not mandate out-of-office work.
- 25% Often, as the lead attorney, performs the most difficult legal work related to trials, writs, appeals, and administrative hearings, requiring the highest level of independent judgment; appears before various federal and state courts and administrative bodies on

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the most difficult and sensitive cases, and may appear in the highest levels of the appellate courts.

- 20% Advises the Senior Assistant and the Registry of Charities and Fundraisers on legal issues; conducts special investigations of the most sensitive or difficult nature assigned by the Senior Assistant; assists in providing public education by drafting publications and by participating in public seminars or events; and drafts and analyzes legislative measures and regulations.
- 20% Handles a variety of general administrative matters; evaluates performance of subordinate attorneys and support staff; and interviews and selects, or actively participates in the interview and selection process for, subordinate attorneys, paralegals and support staff; ensures that ProLaw time keeping, case management, and document templates are accurate and up-to-date; ensures maintenance of case information in ProLaw, including correspondence, reports, pleadings, decisions and significant emails; reviews and ensures the accuracy of expense reports, travel and training requests and JUS 634 forms.
- 10% Maintains knowledge of and, where necessary, applies bargaining unit MOUs rules, civil service laws and rules, and the Department's disciplinary process. Ensures the maintenance of positive relationships between members of the Section, and with the Section's relationship with the Courts and representatives of government agencies by utilizing interpersonal communication and collaboration. Where necessary, engages in conflict management and resolution.

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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.

Name _____ Date _____
Deputy Attorney General Supervisor

Elizabeth Kim _____ Date _____
Senior Assistant Attorney General