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

NAME:

CLASSIFICATION: Deputy Attorney General Supervisor

STATEMENT OF DUTIES: The Deputy Attorney General Supervisor (SDAG) is a highly accomplished attorney with experience handling the most difficult, complex, sensitive, and consequential matters. The SDAG reports to the Career Executive Assignment (CEA), Chief Counsel for Special Litigation (CCSL) and directs and monitors the work of a Deputy Attorney General (DAG) within the Special Litigation Section. They have exposure to a wide range of legal matters in the context of constitutional limitations of federal authority, rule of law, separation of powers, federal remedies, and the Administrative Procedures Act. They are expected to maintain an understanding of federal accountability legal positions proposed by legal divisions.

In consultation with section leaders, the SDAG may personally perform the most difficult and complex administrative advocacy, litigation, legislative liaising, and opinion drafting. The SDAG provides the CCSL with expert legal counsel on Department-wide legal matters addressing federal accountability. They assist and advise the CCSL in the development and implementation of Department policies and/or operational practices to facilitate the expedient, thoughtful, and thorough review of federal accountability actions. The SDAG manages communication about federal accountability actions with the legal divisions, Special Assistants, and Directorate Division, as well as external interests including the Governor's Office, Legislature, state agencies, and private advocacy groups. They exercise a high degree of independence while operating under the overall direction of the CCSL.

SUPERVISION RECEIVED: Under the general supervision of the CEA, CCSL.

SUPERVISION EXERCISED: Leads, coordinates, and directs the work of a DAG in the Special Litigation Section.

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 office in a smoke-free environment. Required to work over eight hours a day and/or on weekends/holidays as required by operational needs. Occasional nationwide travel may be required.

ESSENTIAL FUNCTIONS:

40% Provides proactive, hands-on supervision to a Deputy Attorney General; participates in and assists the subordinate attorney in planning for and carrying out the most complex and difficult litigation; and plans and reviews attorney work product. Advises CCSL as to merit of federal accountability positions proposed by legal divisions, as well as process and relation to other Department actions and interests. Collaborates with Special Assistants, Senior and Chief Assistant Attorneys General, the Office of Solicitor General, the communications team, and upper management as it relates to federal accountability workload. Regularly interacts with employees throughout the Department, presents advice in a professional manner, and maintains effective internal working relationships. Attends administrative, legal, and/or project-based meetings, and drafts advisory analysis.

30% Acts on behalf of the CCSL and Department with external interests and attends meetings with the Attorney General, Directorate Division, and external stakeholders including the Legislature, Governor's Office, and external advocacy groups. Serves as a liaison with state and local governmental agencies, particularly on the most complex matters of high sensitivity and confidentiality, including press/media concerns, national policies and trends, parallel proceedings, and case coordination. Oversees analyses and recommendations to the CCSL for legislative amendments, recommendations to agencies, and other matters of advocacy consistent with the Department's mission. Assists the CCSL in coordinating with both external and internal partners.

20% Develops strategies and tactics in the most complex disputes, investigations, or litigation. Reviews work product of all legal teams to ensure consistency with parallel proceedings, multistate coordination, and departmental interests. Evaluates performance of the subordinate attorney and assists in the recruitment process, as needed.

10% Handles a variety of general administrative matters and manages the organization of federal accountability work, including maintaining accurate accessible information about assignments and timelines, and managing relevant communication to accomplish organizational matters.

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.

Employee Signature	Date	Supervisor Signature	Date

(Rev. 4/2025)