

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD & ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Supervising Deputy Attorney General

STATEMENT OF DUTIES: Within the Division of Medi-Cal Fraud and Elder Abuse, the Criminal Prosecutions Section Supervising Deputy Attorney General supervises a criminal prosecution team comprised of Deputy Attorneys General, a paralegal, and support staff. The Supervising Deputy Attorney General evaluates the performance of team members, provides training, handles general administrative matters, interviews and selects, or actively participates in the interview and selection process for Deputy Attorneys General, paralegals, and support staff, and personally performs the most difficult and complex legal work related to jury trials, bench trials, writs, and appeals.

Within the Division's multi-disciplinary vertical prosecution teams, the Supervising Deputy Attorney General is responsible for facilitating effective communication and collaboration between legal, auditing, and law enforcement staff, participating in regular case review meetings with investigative, auditing, and legal personnel, and actively coordinating with supervisors and management who oversee the auditing and law enforcement staff. The Supervising Deputy Attorney General participates in public outreach activities and assesses legislative measures and other policy proposals in the Division's subject areas.

SUPERVISION RECEIVED: Under the general supervision of the Senior Assistant Attorney General, Criminal Prosecutions Section.

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

TYPICAL PHYSICAL DEMANDS: Supervising Deputy Attorney General 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 up to eight hours a day; is required to travel throughout the State, sometimes with overnight travel, and sometimes with out-of-state travel. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior window 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, paralegals, and support staff; participates in, assists, and

monitors 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 and support staff supervised; plans the distribution of work; reviews subordinate staff 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 staff; and assists in the recruitment process for new attorneys, paralegals, and support staff.

25% Performs the most difficult legal work related to jury trials, bench trials, writs, and appeals; often is the lead attorney on a trial team assigned to the most difficult and complex cases; appears before various federal and state courts 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; and 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.)

Employee's Signature Date

Supervisor's Signature Date

Employee's Printed Name

Supervisor's Printed Name