

**DEPARTMENT OF JUSTICE  
PUBLIC RIGHTS DIVISION  
NATIVE AMERICAN AND TRIBAL AFFAIRS SECTION  
DUTY STATEMENT**

**NAME:** Vacant

**POSITION NUMBER:** 420-470-7500-xxx

**CLASSIFICATION:** Career Executive Assignment (C.E.A.), Level B

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

**CBID:** M01

**STATEMENT OF DUTIES:** Under the administrative direction of the Chief Deputy Attorney General, and the administrative and legal direction of the Public Rights Division Chief Assistant Attorney General, the Senior Assistant Attorney General (SAAG) plans, organizes and directs the work of the statewide Native American and Tribal Affairs (NATA) Section (Section) staff. The Section counsels and represents the Governor and the Attorney General on a variety of Native American and tribal issues, including negotiations for tribal-state class III gaming compacts, civil and criminal jurisdiction on tribal lands, cultural resource protection, civil litigation, government-to-government consultation, and other matters involving legal relationships between Native American organizations and the State. The Section also represents and advises other state agencies and officials in all areas unique to tribes.

The SAAG is responsible for overseeing and managing the Section’s wide variety of Native American and tribal litigation. The SAAG develops policies and procedures with regard to the Section, represents the state, the Attorney General, and state agencies before the courts, and advises the Attorney General, Governor, and other State Agencies on sensitive Native American and Tribal Affairs issues. The SAAG is a proactive manager of the Section, which includes providing guidance and leadership to the Section’s management team made up of Supervising Deputy Attorneys General. The SAAG is responsible for ensuring that the Section is providing effective, efficient, and high- quality legal work. The SAAG is also responsible for managing the section’s budget, forecasting workload, preparation of Budget Change Proposals, and responding, evaluating, and testifying to legislation that affects their practice. The SAAG works cooperatively with others in the office, and with agencies, to carry out the mission of the Department of Justice.

**SUPERVISION RECEIVED:** Under the administrative and legal direction of the Chief Assistant Attorney General, Public Rights Division. May receive administrative and legal direction from the Chief Deputy Attorney General and the Attorney General.

**SUPERVISION EXERCISED:** Provides supervision to Supervising Deputy Attorneys General, Deputy Attorneys General, paralegals, and other staff working in the Section statewide.

**TYPICAL PHYSICAL DEMANDS:** May be required to sit at a computer terminal while performing research and other duties for up to eight hours a day, and may be required to travel to

other DOJ offices, out-of-town or out-of-state hearings, court locations, or federal or state agencies, which require overnight travel. Ability to lift up to 25 lbs. may be required.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, an enclosed windowed office in a high-rise building and a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 25% Provides functional and strategic supervision to a staff of Supervising Deputy Attorneys General, Deputy Attorneys General, paralegals and other staff in multiple locations statewide, handling tribal law matters, including general representation of the public interest, and state agencies in the Attorney General’s law enforcement capacity.
- 25% Serves as a technical expert and primary legal advisor to the Attorney General with regard to the position’s assigned responsibility over the Section. Consults with the Chief Deputy Attorney General or the Chief Assistant Attorney General in the development and formulation of legal, and litigation policy and program objectives, tribal litigation, personnel management, and employee utilization.
- 15% Coordinates the work of the Section with regard to issues crossing unit or divisional lines with that of the other sections in the same or other divisions as appropriate. Monitors electronic case management of section staff to provide statistical support for workload accountability and timeliness.
- 15% Performs administrative supervisory responsibilities, including personnel matters, monthly case reporting, annual performance appraisals, reviewing monthly section reports and section billings, identifying the need for resources necessary for the mission of the Section, developing plans for recruitment of new staff, and any other necessary managerial tasks.
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation of the Section. Plans the distribution of work and reviews attorney work product to ensure consistent application of departmental policies and procedures.
- 10% Coordinates the work of the Section with that of local jurisdictions, law enforcement agencies, the Governor’s Office, and other state and federal organizations as appropriate.

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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.

