

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

NAME: Vacant

POSITION NUMBER: 420-423-7500-xxx

CLASSIFICATION: Career Executive Assignment (C.E.A.)

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 Chief Assistant Attorney General, Public Rights Division, the Senior Assistant Attorney General (SAAG) plans, organizes and directs the work of the statewide Natural Resources Law Section (NRLS) staff. The NRLS is primarily responsible for the enforcement of water and air quality, water rights, recycling, hazardous substances and 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 SAAG develops policies and procedures with regard to the NRLS, represents the state, the Attorney General, state agencies and state employees before the courts, and advises the Attorney General, Governor, and other State Agencies on natural resources policy and legal 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 BCPs and responding to, evaluating and testifying to legislation that effects their practice. The SAAG works cooperatively with others in the office, and with other enforcement 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 NRLS 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 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.

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ESSENTIAL FUNCTIONS:

- 25% Provides functional and strategic supervision to a staff of Supervising Deputy Attorneys General, Deputy Attorneys General, and paralegals in multiple locations statewide, working in the natural resources law field, and 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 NRLS. 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, personnel management, and employee utilization.
- 15% Coordinates the work of the NRLS 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, and developing plans for recruitment of new staff, and any other necessary managerial tasks. This includes oversight of the section's budget, strategic planning, preparation of BCPs, workload forecasting, and responding to, evaluating, and testifying about legislation
- 10% Assists subordinate staff in planning for and carrying out the most complex and difficult litigation of the NRLS. 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 NRLS with that of local jurisdictions, law enforcement agencies and other state and federal departments as appropriate.

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.

