

**DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL  
CRIMINAL LAW DIVISION  
EXECUTIVE UNIT  
DUTY STATEMENT**

**NAME:**

**POSITION NUMBER:** 420-201-7500-xxx

**JOB TITLE:** Chief Assistant Attorney General, Criminal Law Division

**CLASSIFICATION:** Career Executive Assignment (CEA), Level C

**STATEMENT OF DUTIES:** The Chief Assistant Attorney General (CAAG) plans, organizes, and directs the staff and work of the Criminal Law Division statewide and performs other related duties. The incumbent is responsible for directing and coordinating the complex trial and appellate litigation of four major legal sections in five area offices (Los Angeles, Sacramento, San Diego, Fresno, or San Francisco) within the Criminal Law Division: (1) Appeals, Writs & Trials, (2) Correctional Writs & Appeals, (3) Cybercrime, and (4) Special Prosecutions. The CAAG is also responsible for direct supervision of the Post-Conviction Justice Unit and the Division's Executive Unit.

**SUPERVISION RECEIVED:** Under the direction of the Chief Deputy Attorney General.

**SUPERVISION EXERCISED:** Responsible for the performance of Criminal Law Division employees statewide. Directly oversees eight legal section Senior Assistant Attorneys General (CEA, Level B), one Staff Services Manager II in the Division's Executive Office, and Deputy Attorneys General in the Post-Conviction Justice Unit.

**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. Travel to legal offices statewide will be required.

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

**ESSENTIAL FUNCTIONS:**

- 30% Directs and coordinates the legal work, including litigation, of the Criminal Law Division sections located throughout the state, relating specifically to criminal appeals, writs, and trials, correctional writs and appeals, cybercrimes, special prosecutions, and post-conviction justice.
- 25% Assists and advises the Attorney General and Chief Deputy Attorney General on the development and implementation of policies related to criminal law.

- 15% Participates in executive staff meetings to discuss and resolve statewide issues relating to the Office of the Attorney General and the Criminal Law Division, and directs informational activities within the division such as preparation of status reports and office manuals.
- 15% Assigns personnel and fiscal resources of the division through subordinate staff, and trains and evaluates the performance of personnel and takes or recommends appropriate action.
- 10% Supervises the preparation of the division's annual budget and manages the division budget.
- 5% May act on behalf of the Attorney General, as assigned, in meetings with legislators, department heads, court officials, and local officials, and is responsible for maintaining good relations with the public, press, and various civic organizations.

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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.

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Employee Signature

Date

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Supervisor Signature

Date