

**Office of the Attorney General
Department of Justice**



SPECIAL ASSISTANT TO THE ATTORNEY GENERAL

Sacramento
Salary commensurate with experience
(Subject to CalHR approval)

About the Organization

Attorney General Xavier Becerra is the state's chief law enforcement officer, responsible for ensuring that state laws are uniformly and adequately enforced. The department includes over 4,500 employees who provide legal and law enforcement services to the state, including representing the People of California in civil and criminal matters before trial courts, appellate courts and the supreme courts of California and the United States, and law enforcement activities such as criminal investigations, apprehending criminals, and exchanging criminal intelligence using state-of-the-art technology. More information is available at www.oag.ca.gov.

About the Position

The Special Assistant to the Attorney General serves as the senior policy advisor to the Attorney General on civil rights and criminal justice reform. They assist in the development and execution of the Attorney General's policy initiatives and manage certain cross-divisional legal strategy and policy work within the office, particularly working closely with the senior management in the department's Civil Rights Division and Division of Law Enforcement. They also serve as a liaison between the Attorney General's Office and individuals and interest groups in their areas of expertise.

While under the general supervision of the Chief Deputy to the Attorney General and the direct supervision of the Policy Director, the Special Assistant will work closely with the Attorney General and serves as one of the office's most senior managers.

Frequently, the Special Assistant to the Attorney General will represent the Attorney General as a liaison to several local, state, and federal agencies, associations, and advocacy groups.

Minimum Qualifications

We are seeking qualified lawyers that are California State Bar admitted. All applicants should have excellent academic credentials and public policy experience. A minimum of 5 to 7 years' experience performing legal or policy duties, ideally with a background in legislative and/or government affairs. Must have some established relationships with policy leaders at the state and national level and demonstrated success in developing and managing policy initiatives. Strategic thinker with ability to identify, prioritize and execute policy objectives.

Desirable Qualifications

Ability to manage priorities judiciously and can motivate in a team-oriented, collaborative environment; intellectually curious, confident, and have excellent interpersonal skills; desired expertise in the areas of criminal justice reform and criminal and civil cases; demonstrated leadership ability, highly organized and effective manager of own and others' work; ability to interact positively and effectively with client representatives, subordinates and other members of the Attorney General's Office at all levels; strong written and oral communication skills (e.g., policy issue briefs/summaries and presentations on key issues); an understanding of the state and federal political environment and the impact on policy strategies and goals; and sharp attention to detail as well as an appreciation for the big picture.

Apply Now

To apply, please submit [a state application form STD 678](#) and resume to Laura.Stuber@doj.ca.gov

or:

Office of the Attorney General
Department of Justice
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Attn: Laura Stuber, Policy Director