POSITION DESCRIPTION

**Assistant attorney general (civil division), Department of justice**

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| **OVERVIEW** |
| Senate Committee | Judiciary |
| Agency Mission | To enforce the law and defend the interests of the United States according to the law, ensure public safety against foreign and domestic threats, provide federal leadership in preventing and controlling crime, seek just punishment for those guilty of unlawful behavior and ensure fair and impartial administration of justice for all Americans. |
| Position Overview | The Civil Division of the Department of Justice (DOJ) serves as the “lawyer for the federal government”, representing the U.S., its departments and agencies, members of Congress, Cabinet officers and other federal employees in any civil or criminal matter within its scope of responsibility. The assistant attorney general of the Civil Division supervises the division and has some responsibility for approval for some of the civil litigation and settlements undertaken by U.S. attorneys.[[1]](#endnote-1)  |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Formally reports to the associate attorney general, but interacts with the attorney general and deputy attorney general as well[[3]](#endnote-3) |
| **RESPONSIBILITIES** |
| Management Scope | The Civil Division had a 2016 enacted budget of $292.2 million (1,325 positions and 953 attorneys).[[4]](#endnote-4) The assistant attorney general of the Civil Division oversees the:* Torts Branch
* Commercial Litigation Branch
* Federal Programs Branch
* Office of Immigration Litigation
* Consumer Protection Branch
* Appellate Staff

Each of these branches is directed by a deputy assistant attorney general and a management team of senior supervisory attorneys.[[5]](#endnote-5) |
| Primary Responsibilities | * Ensures the federal government speaks with one voice in its view of the law
* Preserves the intent of Congress
* Advances the credibility of the government before the courts
* Protects the U.S. treasury
* Coordinates defense of most sensitive civil cases involving either the president’s policy agenda or administration officials
* Defends FOIA cases
* Defends assertions of executive privilege to the extent challenged in court
* Defends legal challenges to national security programs, both in trial courts and on appeal
* Defends Federal Tort Claims Act cases and Bivens cases including those brought against senior administration officials, FBI agents and other sensitive personnel, some of which implicate national security policies
* Enforces False Claims Act cases and other types of affirmative enforcements (especially around consumer protection) through the Commercial Branch, which has a career deputy assistant attorney general, and pursues claims of fraud against the United States[[6]](#endnote-6)
* Deals with criminal and civil enforcement under the Food, Drug and Cosmetic Act
* Deals with settlement approvals, recommendations and litigation of up to $10 million
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Strong management skills to run a large and complex component
* Strong background in constitutional and administrative law
* Familiarity with federal government organization, operation and the interagency process
* Strong experience with complex litigation issues
* Experience with national security issues[[7]](#endnote-7)
* Prior agency or government experience (helpful)
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| Competencies | * Ability to work cooperatively with DOJ leadership, the White House Counsel’s office and members of the national security community, to resolve differences and achieve results[[8]](#endnote-8)
* Ability to understand how legal questions affect other agencies and to integrate these views
* Strong communication and interpersonal skills
* Ability to work under high pressure
* Ability to handle sensitive matters
* Negotiation skills (helpful)
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| **PAST APPOINTEES** |
| Stuart F. Delery (2012 to 2014): Senior Counselor to the Attorney General of the Department of Justice; Associate Deputy Attorney General of the Department of Justice; Chief of Staff and Counselor to the Department of Justice; Partner and Co-Vice Chair of the Securities Department, Wilmer Cutler Pickering Hale and Dorr LLP[[9]](#endnote-9) |
| Tony West (2009 to 2012): Member of the Corporate Fraud Task Force at the Office of the Deputy Attorney General at the Department of Justice; Partner at the San Francisco Office of Morrison & Foerster LLP; Special Assistant Attorney General at the Office of the Attorney General at the Department of Justice[[10]](#endnote-10) |
| Gregory G. Katsas (2009 to 2012): Acting Associate Attorney General of the Department of Justice; Principal Deputy Associate Attorney General at the Department of Justice; Appellate Deputy Assistant Attorney General of the Criminal Division in the Office of the Associate Attorney General at the Department of Justice; Partner, Issues and Appeals at Jones Day[[11]](#endnote-11) |

1. Romney Readiness Project position description [↑](#endnote-ref-1)
2. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-2)
3. Romney Readiness Project position description [↑](#endnote-ref-3)
4. <https://www.justice.gov/jmd/file/822011/download> [↑](#endnote-ref-4)
5. Romney Readiness Project position description [↑](#endnote-ref-5)
6. Romney Readiness Project position description [↑](#endnote-ref-6)
7. Romney Readiness Project position description [↑](#endnote-ref-7)
8. Romney Readiness Project position description [↑](#endnote-ref-8)
9. https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=705574&Save=1 [↑](#endnote-ref-9)
10. https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=807535&Save=1 [↑](#endnote-ref-10)
11. https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=440948&Save=1 [↑](#endnote-ref-11)