Deputy Attorney General

Salary Group: B34

Class Code: 1642

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ASSOCIATE DEPUTY ATTORNEY GENERAL	1641	B32	$135,577 - $229,295
DEPUTY ATTORNEY GENERAL	**1642**	**B34**	**$164,048 - $277,446**

GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) legal work directing, planning, coordinating, and monitoring legal, administrative, financial, budgetary activities, and strategic operations of several divisions and/or specific program areas of the Office of the Attorney General; establishing priorities, standards, and measurement tools; coordinating and evaluating program activities; and reviewing and approving budgets. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs, plans, coordinates, and monitors legal, administrative, financial, or budgetary activities of several divisions and/or specific program areas.

Directs and approves the preparation of the budget and determines long-range budgetary plans for several divisions and/or specific program areas.

Directs activities of staff within several divisions and/or specific program areas.

Directs and establishes goals and standards for several divisions and/or specific program areas.

Formulates long-range objectives, goals, and priorities for several divisions and/or specific program areas.

Establishes strategic plan, goals, standards, and objectives for several divisions and/or specific program areas.

Advises the First Assistant Attorney General on management and legal issues affecting several divisions and/or specific program areas.

Resolves human resources, administrative, and organizational issues.

Testifies at legislative meetings and hearings on specific program areas.

Drafts bills and amendments for legislative consideration.

Provides legal advice, counsel, and assistance.

Attends high-profile litigation activities, including depositions, hearings, and trials.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in management in a relevant legal assignment. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to program areas; principles and practices of public administration and management; legal principles, practices, and proceedings; and laws, regulations, and rules related to the agency.

Skill in legal research, writing, and analysis; in conducting investigations; in negotiations; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; in using judgment to identify courses of action; and in the use of a computer and applicable software.

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to direct the development of agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney in the State of Texas.