Assistant Attorney General

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ASSISTANT ATTORNEY GENERAL I	3510	B22	$57,614 - $93,138
ASSISTANT ATTORNEY GENERAL II	3511	B24	$65,104 - $106,634
ASSISTANT ATTORNEY GENERAL III	3512	B26	$76,530 - $129,430
ASSISTANT ATTORNEY GENERAL IV	3513	B28	$92,600 - $156,612
ASSISTANT ATTORNEY GENERAL V	3514	B30	$112,047 - $189,499
ASSISTANT ATTORNEY GENERAL VI	3515	B31	$123,252 - $208,449
ASSISTANT ATTORNEY GENERAL VII	3516	B32	$135,577 - $229,295

GENERAL DESCRIPTION

Performs legal work involving providing legal advice, counsel, and assistance; representing the State's interest in civil and criminal matters; reviewing, evaluating, and rendering legal opinions; preparing legal documentation; and drafting bills for legislative consideration. This job classification series is reserved for the Office of the Attorney General.

EXAMPLES OF WORK PERFORMED

Provides legal advice, counsel, and assistance.

Represents the State's interest in civil and criminal matters.

Prepares legal documents, including but not limited to briefs, pleadings, and memoranda.

Performs legal research and investigations, and reports findings and conclusions.

Participates in administrative and evidentiary hearings and in the discovery process.

Represents the Office of the Attorney General before state or federal district and appellate courts.

Analyzes factual and legal issues and develops evidence through witness interviews, depositions, and other discovery.

Prepares cases for trials.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VII may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the entry and journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related experience, education, and certifications. Other factors may include the assigned area of law and the impact of the legal work performed. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.*

ASSISTANT ATTORNEY GENERAL I: Performs entry-level legal work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees may also routinely assist others in performing job duties of greater complexity.

ASSISTANT ATTORNEY GENERAL II: Performs routine (journey-level) legal work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ASSISTANT ATTORNEY GENERAL III: Performs moderately complex (journey-level) legal work. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

ASSISTANT ATTORNEY GENERAL IV: Performs complex (journey-level) legal work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Advise clients and management on factual and legal issues.
- Testify at hearings, trials, and legislative meetings.

***Note:** A senior-level employee (level V-VII) may serve in a lead, supervisory, or managerial role. Senior-level employees may perform the full range of work identified within every level and/or may direct, oversee, or coordinate that work. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the complexity of work; and the employee's related experience, education, and certifications. Other factors may include the assigned area of law; the impact of the legal work performed; and the size, structure, and classification of the supervised work group.*

ASSISTANT ATTORNEY GENERAL V: Performs highly complex and/or supervisory (senior-level) legal work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate, plan, and monitor legal and/or administrative activities.
- Draft bills and amendments for legislative consideration.
- Serve as an agency specialist in a particular area of law.

ASSISTANT ATTORNEY GENERAL VI: Performs advanced (senior-level) legal work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Direct legal activities.
- Serve as a deputy division chief or equivalent-level position.

ASSISTANT ATTORNEY GENERAL VII: Performs highly advanced (senior-level) legal work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Serve as a division chief or equivalent-level position

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal work. 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

For all levels

- Knowledge of legal principles, practices, and proceedings; and of state and federal laws, regulations, and rules.

- Skill in legal research, writing, and analysis; in conducting investigations; in mediation and 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 prepare legal documents, to conduct research, to interpret and apply laws, to summarize findings, to prepare cases for trial, to conduct hearings, and to communicate effectively.

Additional for Assistant Attorney General II – VII

- Ability to present cases at trial.

Additional for Assistant Attorney General V – VII

- Ability to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas in accordance with Texas Government Code, Section 81.102.