Associate Deputy Attorney General/Deputy Attorney General

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ASSOCIATE DEPUTY ATTORNEY GENERAL	1641	B33	$149,134 - $252,224
DEPUTY ATTORNEY GENERAL	1642	B35	$180,453 - $305,191

GENERAL DESCRIPTION

Performs legal work directing, planning, coordinating, and monitoring legal, administrative, financial, and 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. This job classification series is reserved for the Office of the Attorney General.

EXAMPLES OF WORK PERFORMED

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.

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.

Provides professional oversight and guidance to other occupations or support staff, including executive and/or management-level staff, to ensure compliance with and adherence to regulatory standards and established procedures.

Performs related work as assigned.

DESCRIPTION OF LEVELS

ASSOCIATE DEPUTY ATTORNEY GENERAL: Performs highly advanced/managerial (senior-level) legal work directing, planning, coordinating, and monitoring legal, administrative, financial, and 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. May supervise the work of others. Works under minimal supervision, with considerable and/or extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Assist the Deputy Attorney General with planning, coordinating, and monitoring legal, administrative, financial, or budgetary activities of several divisions and/or specific program areas.
- Assist the Deputy Attorney General with approving the preparation of the budget and determine long-range budgetary plans for several divisions and/or specific program areas.
- Advise the Deputy Attorney General on management and legal issues affecting several divisions and/or specific program areas.

DEPUTY ATTORNEY GENERAL: Performs highly advanced and/or managerial (senior-level) legal work directing, planning, coordinating, and monitoring legal, administrative, financial, and 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 considerable and/or extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Direct, plan, coordinate, and monitor legal, administrative, financial, or budgetary activities of several divisions and/or specific program areas.
- Direct and approve the preparation of the budget and determine long-range budgetary plans for several divisions and/or specific program areas.
- Advise the First Assistant Attorney General on management and legal issues affecting several divisions and/or specific program areas.

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 in accordance with Texas Government Code, Section 81.102.