First Assistant Attorney General

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
FIRST ASSISTANT ATTORNEY GENERAL	1644	B37	$215,000 - $360,000

GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) legal work directing strategic operations and planning of legal, administrative, financial, or budgetary activities; establishing strategic plan, goals, and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; 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. This job classification series is reserved for the Office of the Attorney General.

EXAMPLES OF WORK PERFORMED

Directs and approves the preparation of the budget and determines long-range budgetary plans.

Directs activities of staff within program areas.

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

Directs the creation, review, analysis, and evaluation of legislation, regulations, and policies.

Oversees the planning and implementation of research projects and training programs.

Formulates long-range objectives, goals, and priorities for programs.

Advises the Attorney General on management and legal issues.

Resolves human resources, administrative, and organizational issues.

Testifies at hearings, trials, and legislative meetings.

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; the 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.