



Assistant Attorney General I

Salary Group: B20

Class Code: 3510

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ASSISTANT ATTORNEY GENERAL I	3510	B20	\$45,158 - \$73,788
ASSISTANT ATTORNEY GENERAL II	3511	B21	\$48,278 - \$78,953
ASSISTANT ATTORNEY GENERAL III	3512	B23	\$55,184 - \$90,393
ASSISTANT ATTORNEY GENERAL IV	3513	B25	\$63,104 - \$103,491
ASSISTANT ATTORNEY GENERAL V	3514	B27	\$76,356 - \$129,137
ASSISTANT ATTORNEY GENERAL VI	3515	B29	\$92,390 - \$156,256
ASSISTANT ATTORNEY GENERAL VII	3516	B31	\$111,793 - \$189,069

GENERAL DESCRIPTION

Performs entry-level legal work. Work involves 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 assisting in drafting bills for legislative consideration. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

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.

Assists in preparing cases for trials.

Assists in representing the Office of the Attorney General in state or federal district and appellate courts.

Assists in drafting bills for legislative consideration.

Performs related work as assigned.

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

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.

REGISTRATION, CERTIFICATION, OR LICENSURE

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