



# Assistant Attorney General V

Salary Group: B27

Class Code: 3514

<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
<b>ASSISTANT ATTORNEY GENERAL V</b>	<b>3514</b>	<b>B27</b>	<b>\$76,356 - \$129,137</b>
ASSISTANT ATTORNEY GENERAL VI	3515	B29	\$92,390 - \$156,256
ASSISTANT ATTORNEY GENERAL VII	3516	B31	\$111,793 - \$189,069

## GENERAL DESCRIPTION

Performs highly complex and/or supervisory (senior-level) legal work. Work involves planning, coordinating, and monitoring legal activities; providing legal advice, counsel, and assistance; representing the State's interest in civil and criminal matters; reviewing, evaluating, and rendering legal opinions; and drafting bills and amendments for legislative consideration. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees the preparation of legal documents.

Oversees the preparation of cases for trial.

Coordinates, plans, and monitors legal activities.

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

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

Participates in and/or oversees administrative and evidentiary hearings.

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

Advises clients and management on factual and legal issues.

Testifies at hearings, trials, or legislative meetings.

Drafts bills and amendments for legislative consideration.

Serves as an agency specialist in a particular area of law.

Provides legal advice, counsel, and assistance.

May oversee the performance of legal research and the reporting of findings and conclusions.

May supervise the work of others.

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 and present at trial, to conduct hearings, to communicate effectively, and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

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