



# Assistant Attorney General VII

Salary Group: B31  
Class Code: 3516

<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
<b>ASSISTANT ATTORNEY GENERAL VII</b>	<b>3516</b>	<b>B31</b>	<b>\$111,793 - \$189,069</b>

## GENERAL DESCRIPTION

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

## EXAMPLES OF WORK PERFORMED

Directs, plans, coordinates, and monitors legal activities.

Oversees the preparation of legal documents.

Oversees the preparation of cases for trial.

Oversees administrative and evidentiary hearings.

Oversees the analysis of factual and legal issues and develops evidence through witness interviews, depositions, and other discovery.

Oversees the representation of the State's interest in civil and criminal matters.

Oversees and/or serves as an agency specialist in a particular area of law.

Oversees the performance of legal research and the reporting of findings and conclusions.

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

Advises clients and management on factual and legal issues.

Testifies at hearings, trials, and legislative meetings.

Drafts bills and amendments for legislative consideration.

Provides legal advice, counsel, and assistance.

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.