# Assistant Attorney General VII

**Class Code:** 3516  
**Salary Group:** B31  
**Salary Range:** $111,793 - $189,069

## 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.