



Office of the Attorney General

Job Announcement

DIVISION: Election Fraud

POSTING NUMBER: 20-0730

JOB TITLE: Assistant Attorney General V

MONTHLY SALARY: \$8,115.84

POSTING DATE: May 4, 2020

LOCATION: 1106 Clayton Lane, Ste 501 W., Austin, TX 78727

WORKING TITLE: Assistant Attorney General

DURATION: Until Filled

GENERAL DESCRIPTION

Performs highly complex legal work for the Special Prosecutions Division, Election Fraud Section of the Office of the Attorney General, a state agency with over 4000 employees throughout the State of Texas. Work involves interpreting law and regulations; providing legal advice, counsel, and assistance to local prosecutors and law enforcement entities; prosecuting election fraud cases statewide under OAG's concurrent prosecution authority. Represents the State's interest in criminal matters. OAG employees enjoy excellent benefits (<https://ers.texas.gov/Benefits-at-a-Glance>) along with tremendous opportunities to do important work and make a positive difference in the lives of Texans

ESSENTIAL JOB FUNCTIONS

Prepares cases for trial; represents the State's interest in prosecution of Election Fraud cases; prepares or supervises the preparation of legal opinions, briefs, pleadings, motions, petitions and other legal documents

Handles all phases of criminal prosecution from investigation through trial and appellate process; provides and/or directs the providing of legal advice, counsel and assistance to local prosecutors or law enforcement entities; analyzes complex factual and legal issues and develops evidence through witness interviews, depositions and other discovery

Performs legal research and reports findings and conclusions; handles complex and sensitive grand jury investigations and presentations; trains or assists in training less experienced staff; may assist in drafting bills and amendments for legislative consideration; may supervise the work of others

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from accredited law school with a J.D.

Licensed as an attorney by the State of Texas

Member in good standing with the State Bar of Texas

Experience: Four years full-time experience as a licensed attorney, handling criminal prosecutions

Knowledge of law and legal principles and practices relevant to the prosecution of criminal cases

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication [Writing sample required at time of interview, if selected]

Skill in conducting effective research

Skill in exercising sound judgment and effective decision making

Ability to handle stressful situations

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 50%

PREFERRED QUALIFICATIONS

Board Certified in Criminal Law by the Texas State Board of Legal Specialization

Experience in prosecuting election fraud or white collar crime and public integrity cases

TO APPLY

Applications for employment with the Office of the Attorney General (OAG) can be easily submitted through the OAG's Job Postings Page

(<https://www.texasattorneygeneral.gov/careers/job-listings>). The OAG also accepts applications submitted through www.WorkInTexas.com. Please note: A State of Texas application must be completed to be considered. Pursuant to the Texas Government Code, an applicant for any OAG position may be subject to a criminal background check. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

THE OAG IS AN EQUAL OPPORTUNITY EMPLOYER