

## ASSISTANT ATTORNEY GENERAL

### **POSITION SUMMARY**

Under general supervision of a unit director (assistant attorney general–management) or deputy unit director (assistant attorney general–supervisor), this position provides legal advice and representation services in the enforcement of statutes, commencement of actions, or in defense of governmental clients. This position requires the exercise of sound and reasoned judgment in legal skills, analysis, and workload management. This position requires working professionally and collaboratively within the division and unit as well as on interdivisional and interdepartmental projects, assignments, and other tasks. This position also performs other administrative functions and duties as assigned.

### **TIME %**

### **GOALS AND WORKER ACTIVITIES**

**55%    A.    Provide legal advice and representation services in the enforcement of statutes, commencement of actions, or in defense of governmental clients.**

- A1.    Provide a wide variety of legal services under the duties of the Department of Justice and authority of the Attorney General.
- A2.    Advise governmental clients and district attorneys on the interpretation of laws, rules, and precedent.
- A3.    Counsel, advise, and recommend goals and courses of litigation or appellate action.
- A4.    Represent the State and governmental clients at judicial or administrative tribunals.
- A5.    Preside at or conduct formal and informal hearings of varied complexity in connection with the administration of laws and regulations.
- A6.    Write documents and make oral arguments or communications in a logical, clear, and comprehensible manner to meet the needs of the audience.
- A7.    Prepare and act thoroughly and completely, meeting all deadlines imposed by authorities both within and outside the Department of Justice.
- A8.    Prepare internal legal memoranda (justification–memos) to justify or recommend a course of action in a case, appeal, or other matter.
- A9.    Counsel the Department of Justice, its officials, and employees on legal inquiries and in the establishment of agency policies and procedures.

**25% B. Exercise sound and reasoned judgment in legal skills, analysis, and workload management.**

- B1. Act as a legal expert and perform specialized legal services relating to one or more areas of law.
- B2. Develop a command and make effective use of court rules and procedures.
- B3. Conduct legal research and analyze precedent in developing legal issues and in applying legal principles.
- B4. Appraise and analyze facts and evidence.
- B5. Exercise judgment in planning a strategy and execute appropriate outcomes, such as negotiating and settling matters.
- B6. Contemplate and respond to opponent and counter arguments.
- B7. Exhibit creativity and make effective use of available procedures to reach favorable results in a prudent and efficient manner.
- B8. Maintain a significant and large caseload that requires managing multiple assignments and setting appropriate priorities.
- B9. Advance matters to timely, prompt, and positive outcomes.

**15% C. Work professionally and collaboratively within the division and unit as well as on interdivisional and interdepartmental projects, assignments, and other tasks.**

- C1. Support and develop a vibrant and diverse workforce committed to the principles of equity and inclusion.
- C2. Act in accord with the Department of Justice's mission, vision, and values.
- C3. Comply with all policies and procedures of the Department of Justice.
- C4. Function as a team player, building and sustaining positive and productive professional relationships.
- C5. Analyze, evaluate, and provide professional comment on the written and oral communications by other assistant attorneys general and support staff.
- C6. Represent the Attorney General or Department of Justice on assigned committees, councils, and meetings.

- C7. Obtain continuing legal education training in areas of law relevant to practices of the unit.
- C8. Act upon professional skill-building and professional development, assuming increased specialized knowledge and responsibility.

**5% D. Perform other administrative functions and duties as assigned.**

- D1. Respond to inquiries from the legislature, press, and public.
- D2. Perform other assigned functions and duties.

**KNOWLEDGE, SKILLS & ABILITIES**

1. Graduate from an accredited law school and either license to practice law in the State of Wisconsin or eligibility to obtain a license. Must be licensed prior to obtaining permanent status.
2. Take and subscribe an oath under Wis. Stat. § 165.055 upon appointment and prior to appearing as an assistant attorney general before any tribunal.
3. Knowledge of law and procedure in specialized practice areas relevant to the unit.
4. Knowledge of trial litigation or appellate practices and techniques.
5. Knowledge of legal research preparation and submission of legal documents, and analysis of facts/evidence.
6. Skill in legal analysis, exercising reason and judgment with the use creativity in problem solving.
7. Skill in exchanging written and verbal information with others in all forums that includes all aspects of communication, including organization, clarity, conciseness, persuasiveness, tone, spelling and grammar, accuracy, thoroughness, and use of language.
8. Skill in interpersonal relations and teamwork that encompasses building and sustaining positive, productive relationships with others.
9. Ability to exercise professional judgment that encompasses the employee's comportment both inside and outside the department.
10. Ability to effectively manage workload and complete assignments in a timely and complete manner that includes managing a high volume of assignments.
11. Ability grow professionally that includes meeting or exceeding goals, seeking to improve knowledge and skills through training or expansion into new areas of law, and acting in an advisory capacity to other employees.
12. Ability to work independently and proactively, demonstrating initiative and dependability.