**Assistant Attorney General Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for an Assistant Attorney General to provide legal advice and representation to officials, agencies, departments, divisions, enterprises and other entities of the government.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Litigates cases: Participates in hearings and appears in administrative hearings, state and federal courts to try cases and argue motions and appeals
* Researches and prepares pleadings, motions, and briefs
* Participates in settlement negotiations
* Prepares pleadings and discovery responses
* Provides legal advice and/or representation to clients/agencies; drafts memorandum of advice
* Conducts research on pertinent legal issues; keeps abreast of recent legal developments
* Drafts formal opinions in response to legal questions
* Responds to inquiries from citizens, legislators, and judges
* Attends client, board, departmental, and division meetings as required
* Attends continuing legal education seminars as required; makes presentations at the same
* May prosecute fraud and corruption involving [insert location] departments and agencies, including those committing crimes against the state
* May prosecute identity fraud, residential mortgage fraud, and securities fraud
* Travel, as required by the position
* Performs other related duties as assigned

### About you

* Experience advising multi-faceted organizations
* Experience advising boards of directors
* Well-developed communication, interpersonal, and negotiation skills
* Ability to parse nuanced communications and to quickly assess and meet the needs and demands of clients
* Ability to work independently, but also collaboratively
* Ability to be flexible and adaptable
* Value collaboration and be comfortable taking direction
* Value mentorship and support
* Some litigation and transactional support skills
* Commitment to diversity, equity, and inclusion
* Interest in and commitment to public service

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]