

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Assistant Attorney General

SERIES NO.:

6385

MAJOR AGENCIES:

Attorney General only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the assistant attorney general occupation is to serve as authorized agent of Attorney General & appear before public tribunals as client's attorney.

The levels of the series are determined by how the assistant attorney general appears before public tribunals.

At the first level, incumbents conduct legal research & participate in legal proceedings. Individuals may be temporarily hired at this level while pending results of Ohio Bar examination, however, during assigned & outlined on position description form & performed during interim period must be those of legal intern pursuant to Rule II of "Supreme Court Rules For The Government Of The Bar of Ohio;" classification title can be used for payroll purposes only in this instance; once employee is admitted to Ohio Bar, position description must be updated to reflect duties commensurate with those outlined on this specification.

At the second level, incumbents appear before public tribunals as client's attorney.

At the third level, incumbents appear as counsel or senior co-counsel before public tribunals.

At the fourth level, incumbents serve as authorized agent of Attorney General as client's attorney.

At the fifth level, incumbents serve as assistant section chief & supervise section attorneys.

At the sixth level, incumbents serve as section chief, or as project advisor, or senior staff member.

At the seventh level, incumbents serve as senior staff member.

CLASS TITLE:

Attorney

CLASS NUMBER:

63850

EFFECTIVE DATE:

07/26/1998

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of law in order to conduct legal research participate in legal proceedings.

CLASS TITLE:

Assistant Attorney General 1

CLASS NUMBER:

63851

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The first full performance level class works under general supervision & requires considerable knowledge of law in order to serve as authorized agent of Attorney General & appear before tribunals as client's attorney, participate with co-counsel & other attorneys in developing legal policy with client & draft & review legal documents under direction of senior attorney.

CLASS TITLE:

Assistant Attorney General 2

CLASS NUMBER:

63852

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The second full performance level class works under general supervision & requires thorough knowledge of law in order

to serve as authorized agent of Attorney General & appear as counsel or senior co-counsel before public tribunals, handle large caseload or more than one client or serve as senior co-counsel for assistant attorney general 1s or newly assigned &/or less experienced staff attorneys on difficult cases, interpret complex issues of law, review work of lower-level attorneys & develop law & policy as major participant with & for client.

CLASS TITLE:

Assistant Attorney General 3

CLASS NUMBER:

63853

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The advanced level class works under general supervision & requires thorough knowledge of law in order to serve as authorized agent of Attorney General & client's attorney & function as team leader for cases or clients in field of expertise, coordinate casework & staff attorneys, instruct & advise staff attorneys in specialized field of expertise, develop law & policy as legal expert with client & on behalf of Attorney General & prepare opinion concerning high priority legal question requiring specific expertise.

CLASS TITLE:

Assistant Attorney General 4

CLASS NUMBER:

63854

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The expert level class works under general direction & requires thorough knowledge of law in order to serve as assistant section chief & supervise section attorneys & other section personnel, assign casework to section attorneys, share responsibility with section chief to develop law & policy with client & work at section chief's direction to coordinate all section activities & manage all section personnel, assets & fiscal resources.

CLASS TITLE:

Attorney General's Senior Assistant 1

CLASS NUMBER:

63856

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first managerial level works under administrative direction & requires thorough knowledge of law & management in order to serve as section chief or in comparable advisory position as project advisor to senior staff member, supervise assistant section chief & direct & manage section personnel & legal & administrative activities of section or supervise assigned personnel & other section chiefs on specific project, instruct assistant chief & staff attorney in case preparation & in development of expertise & management skill & authorize final approval of all legal policy developed with clients, subject only to intervention by senior staff or Attorney General.

CLASS TITLE:

Attorney General's Senior Assistant 2

CLASS NUMBER:

63857

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second managerial level works under administrative direction & requires through knowledge of law & management in order to serve as senior staff member or in comparable advisory position to Attorney General or other senior staff member, supervise section chief working with case, clients or subjects in assigned general category (e.g., trial work, personnel, public relation, budget), develop & implement state-wide program, official government legal policy & office-wide decision & manage all office-wide resource in subject category to enforce state law & regulation.

CLASS TITLE: Attorney	CLASS NUMBER: 63850	BARGAINING UNIT: EX
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EFFECTIVE DATE:

07/26/1998

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts legal research & reads & prepares legal briefs, memorandums & pleadings.

Conducts simple legal negotiations; assists more experienced attorneys in negotiations.

Prepares for & participates in litigations; makes court appearances; assists more experienced attorneys in legal proceedings.

Performs general legal office work including filing & preparing correspondence & reports.

Provides legal advice to state agencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials &/or general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be required to travel.

CLASS TITLE: Assistant Attorney General 1	CLASS NUMBER: 63851	BARGAINING UNIT: EX
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EFFECTIVE DATE:

01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as authorized agent of Attorney General & appears before public tribunals (e.g., civil or criminal trials in state &/or federal courts; administrative hearing boards of commissions) as client's attorney, participates with co-counsel & other attorneys in developing legal policy with client, researches, analyzes & interprets complex issues of law, writes technical legal pleadings subject to review (e.g., briefs, affidavits, memoranda), & verbally presents legal opinions to technical or official personnel (e.g., drafts proposed statutes or regulations; negotiates settlements to problems; corresponds with interested public & private parties; litigates difficult or unusual factual situations).

Discusses law & policy with senior attorney & client, applies law & policy to develop technical & confidential strategies & renders legal advice to client; appears in public or private, formal or informal settings to discuss law & policy; fulfills exclusive authorization of Attorney General to practice law on behalf of state personnel (e.g., all agency heads, commissions, boards, departments &/or institutions); works with federal, state, local officials & group representatives & assists in solving problems & negotiating solutions on behalf of or with client.

Under direction of senior attorney, drafts & reviews legal documents (e.g., contracts, deeds, documents of indebtedness, settlements, financial agreements, opinion of law); assigns secretarial personnel to prepare case files & documents & assigns technical personnel (e.g., investigators) to collect evidence & data for case work in preparation for court or presentation to grand jury; enforces state laws & regulations concerning health, safety, welfare, crime & civil statutes.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; judicial system & process in Ohio*; policies & procedures of client agency*; interviewing; public relations; technical writing; supervision*. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of legal & technical material in books, journals & manuals; gather, collate & classify information about data, people or things; handle sensitive inquires from & contacts with officials & establish high level confidential & fiduciary relationship with clients & other attorneys; counseling.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio pursuant to Section 4705.01 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May require travel; may work varied hours. All positions are in unclassified services pursuant to Section 124.11 (A) 11 of R.C.

CLASS TITLE: Assistant Attorney General 2	CLASS NUMBER: 63852	BARGAINING UNIT: EX
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EFFECTIVE DATE:
01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as authorized agent of Attorney General & appears as counsel or co-counsel before public tribunals (e.g., civil or criminal trials in state &/or federal courts; administrative hearing boards or commissions), handles large caseload or more than one client, or serves as senior co-counsel for assistant attorney general 1s &/or less experienced staff attorneys on difficult cases, researches, analyzes & interprets complex issues of law, develops legal policy with client, writes technical legal pleadings (e.g., briefs, affidavits, memoranda) & verbally presents legal opinions to technical or official personnel (e.g., drafts proposed statutes or regulations; negotiates settlements to problems; corresponds with interested public & private parties; litigates difficult or unusual factual situations) & instructs & reviews work attorneys newly assigned to case.

Develops law & policy as major participant on behalf of Attorney General with client; applies law & policy to create complex, technical & confidential legal strategies with client; renders legal advice to client; appears in public or private, formal or informal settings to discuss law & policy; fulfills exclusive authorization of Attorney General to practice law on behalf of state personnel (e.g., all agency heads, commissions, boards, departments &/or institutions); works with federal, state, local officials &/or group representatives to solve problems concerning state & to negotiate solutions on behalf of or with client in sensitive & difficult situations.

Drafts & reviews confidential & intricate legal documents (e.g., contracts, deeds, documents of indebtedness, settlements, financial agreements, opinions of law); assigns secretarial personnel to prepare case files & documents & assigns technical personnel (e.g., investigators) to collect evidence & data for case work in preparation for court or presentation to grand jury; enforces state laws & regulations concerning health, safety, welfare, crime & civil statutes.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; judicial systems & process in Ohio*; policies & procedures of client agencies*; legal counseling; public relations; technical writing; supervision*; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of legal & technical material in books, journals & manuals; develop complex reports & position papers; gather, collate & classify information about data, people or things; handle sensitive inquiries form & contacts with officials & establish high level confidential & fiduciary relationship with clients & other attorneys.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio pursuant to Section 4705.01 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May require travel; may work varied hours. All positions are in unclassified services pursuant to Section 124.11 (A) (11) of R.C.

CLASS TITLE: Assistant Attorney General 3	CLASS NUMBER: 63853	BARGAINING UNIT: EX
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EFFECTIVE DATE:

01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as authorized agent of Attorney General & client's attorney & functions as team leader for cases or clients in field to expertise (e.g., coordinates casework & staff attorneys; handles large caseload, unprecedented cases or more than one client in field of expertise; instructs & advises staff attorneys on particular law in their cases or on development of their practice in office), appears before public tribunals (e.g., civil or criminal trials in state & or federal courts or before administrative hearing boards or commission), researches, analyzes & interprets complex issues of law, develops legal policy in field of expertise with client, writes technical, legal pleadings (e.g., briefs, affidavits, memoranda) & verbally presents legal opinions to technical or official personnel (e.g., drafts proposed statutes, negotiates settlements to problems, corresponds with interested parties, litigates difficult or unusual factual situations).

Develops law & policy as legal expert on behalf of Attorney General with client; applies law & policy to create technical, confidential & legal strategies as team leader with client; renders legal advice to client; appears in public or private, formal or informal settings to discuss law & policy; fulfills exclusive authorization of Attorney General to practice law on behalf of state personnel (e.g., all agency heads, commissions, boards, departments &/or institutions); works with federal, state, local officials &/or group representatives to solve problems concerning state & to negotiate solutions on behalf of or with client in technical situations requiring specific expertise.

Drafts confidential legal documents (e.g., contracts, deeds, documents of indebtedness, settlements, financial agreements, opinions of law) & reviews documentation for illegalities, improprieties &/or any possible anticipated difficulties in legal processes; supervises secretarial & technical personnel to prepare case files or documents & to collect evidence & data for case work & court presentations; enforces state laws & regulations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; judicial system & process in Ohio; policies & procedures of several client agencies*; legal counseling; public relations; technical writing; supervision*; employee training & development. Ability to interpret extensive variety of legal & technical material in books, journals & manuals; develop complex reports & position papers; gather, collate & classify information about people or things; handle sensitive inquiries form & contacts with officials & establish high level confidential & fiduciary relationship with clients & other attorneys.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio pursuant to Section 4705.01 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May require travel; may work varied hours. All positions are unclassified service pursuant to Section 124.11 (A) (11) of R.C.

CLASS TITLE: Assistant Attorney General 4	CLASS NUMBER: 63854	BARGAINING UNIT: EX
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EFFECTIVE DATE:

01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as assistant section chief or in comparable advisory position as counsel to section chief, supervises section attorneys, secretarial & technical personnel, assigns casework to section attorneys for whole section or in categories designed by section chief & coordinates activity of attorneys, investigators &/or other technical personnel, directs & instructs staff attorneys in case preparation & in development of their expertise & directly handles section's most important clients or cases at specific direction of Attorney General (e.g., appears in civil or criminal trials, in state or federal courts or before administrative hearing boards or commissions; researches, analyzes & interprets complex issues of law; develops legal policy in field of expertise with clients; writes technical legal pleadings, briefs &/or memoranda; drafts proposed statutes or regulations; negotiates settlements to problems; litigates difficult or unusual factual situations; verbally presents legal pleadings to technical or official personnel).

Shares responsibility with section chief to develop law & policy on behalf of Attorney General with client; applies law & policy to create new technical, confidential & legal strategies as assistant section chief with clients; renders legal advice to clients; appears in public or private, formal or informal settings to discuss law & policy; fulfills exclusive authorization of Attorney General to practice law on behalf of state personnel; works with federal, state & local officials to solve problems &/or negotiate solutions on behalf of or with client in situations requiring specific expertise; works at direction of section chief to coordinate section activities & manage all section personnel, assets & fiscal resources.

Assigns & reviews preparation of legal documents for all sections attorneys (e.g., contracts, deeds, documents of indebtedness, settlements, financial agreements, opinions of law); assumes supervisory responsibility to enforce state laws & regulations (e.g., health, safety, welfare, criminal, civil).

MAJOR WORKER CHARACTERISTICS:

Knowledge of law; judicial system & process in Ohio; policies & procedures of section's client agencies*; legal counseling; public relations; technical writing; supervision; management; employee training & development. Ability to interpret extensive variety of legal & technical material in books, journals & manuals; develop complex reports & position papers; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor & assistant section chief; establish & maintain high level confidential & fiduciary relationship with clients & other attorneys; handle sensitive inquires form & contact with officials & establish good rapport with clients.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio pursuant to Section 4705.01 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May work varied hours; may require travel. All positions are in unclassified service pursuant to Section 124.11 (A) (11) or R.C.

CLASS TITLE: Attorney General's Senior Assistant 1	CLASS NUMBER: 63856	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as section chief or in comparable advisory position as project advisor to senior staff member, supervises assistant section chief & directs & manages section personnel & legal & administrative activities of section, or supervises assigned personnel & other section chiefs on specific projects, personally handles section's or project's most important clients & cases at own discretion or at direction of senior staff & instructs & directs assistant chief & attorneys in section or assignment in case preparation & in development of expertise & management skills.

Authorizes final approval of all legal policy developed with clients, subject only to intervention by senior staff or Attorney General; applies law & policy to create novel, technical, & confidential strategies as supervisor in section or supervisor of project; appears in public & private settings to discuss law & policy; works with federal, state, local officials or group representatives to solve assigned problems & to negotiate solutions on behalf of or for clients; exercises full responsibility to Attorney General for all Contacts made by section or project personnel; coordinates & manages all section or project personnel, assets & fiscal resources to achieve goals, complete assignments & maintain policy.

Maintains overall responsibility to prepare, review & preserve all section documents relating both to section or project practice of law & management (e.g., contracts, deeds, documents of indebtedness, settlements, financial agreements, opinions of law) & reviews &/or drafts documents to anticipate illegalities, improprieties &/or difficulties, to achieve financial advantages or to avoid losses by public as counsel to client & to state; manages all available resources to enforce state laws & regulations (e.g., health, safety, welfare, criminal, civil).

Acts as attorney-at-law if licensed & appointed by Attorney General to also serve in capacity of assistant attorney general (e.g., appears before public tribunals; researches, writes & renders legal advice & opinions; serves as authorized agent to Attorney General to practice law on behalf of state personnel such as all agency heads, commissions, boards, departments, institutions).

MAJOR WORKER CHARACTERISTICS:

Knowledge of policies & procedures of assigned client agencies*; legal counseling; public relations; technical writing; supervision; management; employee training & development; resource management. Ability to interpret extensive variety of legal & technical material in books, journals & manuals; develop complex reports & position papers; gather, collate & classify information about data, people or things; establish friendly atmosphere as section chief or project advisor; establish & maintain high level confidential & fiduciary relationship with clients & attorneys; handle sensitive inquiries from & contacts with officials & general public & maintain good rapport with clients.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May work varied hours; may require travel. All positions are in unclassified service.

CLASS TITLE: Attorney General's Senior Assistant 2	CLASS NUMBER: 63857	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as senior staff member or in comparable advisory position to Attorney General or other senior staff member, supervises section chiefs working with cases, clients or subjection general category (e.g., trial work, personnel, public relations, budget), personally handles State of Ohio's most critical legal problems or cases (e.g., cases of general concern to several state agencies; cases before U.S. Supreme court; cases with substantial novel issues or interest), directs & instructs all section chiefs, projects advisors & personnel in general subject category (e.g., assigns projects, supervises preparation, develops expertise & management skills of assigned staff).

Develops & implements statewide programs, official government legal policies & office-wide decisions; directs programs, policies & decisions to create confidential legal strategies toward general state goals in discretion of Attorney General; appears in public & private settings to discuss law & policy; works with federal, state & local officials or group representative to solve problems relating to duties of Attorney General & to guide office resources toward solutions; responsible for development of current & new contacts & practice on behalf of Attorney General; coordinates & manages all office-wide personnel, assets & fiscal resources to accomplish all office goals & policies in subject category.

Assigns preparation of legal documents in subject category to appropriate section or project advisor; maintains office-wide, overall responsibility for practice of law for state government & management & operation of office activity; manages all office-wide resources in subject category to enforce state laws & regulations (e.g., health, safety, welfare, criminal, civil).

Acts as attorney-at-law if licensed & appointed by Attorney General with all duties & privileges as assistant attorney general (e.g., appears before public tribunals; researches, writes & renders legal advice & opinions; serves as authorized agent of Attorney General to practice law on behalf of state personnel such as agency heads, commissions, boards, departments, institutions).

MAJOR WORKER CHARACTERISTICS:

Knowledge of policies & procedures of assigned client agencies*; legal counseling; public relations; technical writing; supervision; management; employee training & development; resource management. Ability to interpret extensive variety of legal & technical material in books, journals & manuals; develop complex reports & position papers; gather, collate & classify information about data; people or things; establish friendly atmosphere as section chief or project advisor; establish & maintain high level confidential & fiduciary relationship with clients & attorneys; handle sensitive inquiries from & contacts with officials & general public & maintain good rapport with clients.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

N.A.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

May work varied hours; may require travel. All positions are in unclassified service.