

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
ASSISTANT ATTORNEY GENERAL**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future represented positions in the classified service that require a license to practice law in the State of Wisconsin and function as an Assistant Attorney General. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses Attorney positions that provide professional legal services and function as Assistant Attorney General in the Department of Justice.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that do not require a license to practice law in the state of Wisconsin.
2. Positions that meet the definition of management, confidential or supervisor, as defined in s. 111.81, Wis. Stats.
3. Positions that function as Attorney in the unclassified service.
4. Positions that do not function as Assistant Attorney General in the Department of Justice.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITION

ASSISTANT ATTORNEY GENERAL

Positions in this classification function as an Assistant Attorney General, are located only within the Department of Justice, and spend the majority of time providing legal advice and representation services. Positions provide a wide variety of legal services to the Legislature, Governor and state agencies and enforce the statutes under the Attorney General's jurisdiction. Positions draft pleadings, prepare briefs and argue cases before State and Federal Courts, including the Supreme Court. These positions may also perform any combination of duties described under the general definition statement below for less than a majority of the time.

Advises agency officials and/or the general public on the interpretation of laws and rules. Acts as a legal expert and performs specialized legal services relating to one or more areas of law. Prepares findings of fact and conclusions of law, and issue orders. Administers oaths, examines witnesses, and issues subpoenas requiring appearance of witnesses and the production of documents. Presides at and conducts formal and informal hearings of varied complexity in connection with the administration of state laws and regulations. Appraises and analyzes facts, evidence and precedents in developing legal issues and in applying legal principles. Analyzes proposed legislative bills, interprets impact, suggests alternatives and may appear before the Legislature to clarify content. Advises authors of legislative bills of statutory implications, drafts bills and amendments, resolutions and petitions. Drafts proposed revisions to administrative rules. Counsels the agency on the establishment of agency policies and procedures.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. All positions require the employee to have graduated from an accredited law school. In addition, the individual must also be licensed or eligible to obtain a license to practice law in the State of Wisconsin. The individual must be licensed prior to the completion of his/her probationary period in order to obtain permanent status. Whether or not the individual must be licensed upon hire or upon completion of probation will be established by the hiring agency during the initial phases of the recruitment process.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 30, 2013, and announced in Bulletin OSER-0327-MRS/SC to identify positions that function as Assistant Attorney General within the Department of Justice.