# POSITION DESCRIPTION

**associate attorney general, department of justice**

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| **Overview** |
| Senate Committee | Judiciary |
| Agency Mission | To enforce the law and defend the interests of the United States according to the law, ensure public safety against foreign and domestic threats, provide federal leadership in preventing and controlling crime, seek just punishment for those guilty of unlawful behavior and ensure fair and impartial administration of justice for all Americans. |
| Position Overview | As the third-ranking official at the Department of Justice, the associate attorney general is a principal member of the attorney general's senior management team. The associate attorney general advises and assists the attorney general and deputy attorney general in formulating and implementing departmental policies and programs pertaining to a broad range of civil justice, federal and local law enforcement and public safety matters. |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Attorney General and Deputy Attorney General |
| **RESPONSIBILITIES** |
| Management Scope | In 2015, DOJ had 112,100 full-time equivalents and an annual budget of $33.136 billion. The Office oversees the following DOJ components: * Antitrust Division
* Civil Division
* Civil Rights Division
* Environment and Natural Resources Division
* Tax Division
* Office of Justice Programs
* Community Oriented Policing Services
* Community Relations Service
* Office of Dispute Resolution
* Office on Violence Against Women
* Office of Information Policy
* Executive Office for US Trustees
* Foreign Claims Settlement Commission
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| Primary Responsibilities | * Serves as a principal member of the attorney general’s senior management team.
* Advises and assists the Attorney General and Deputy Attorney General in formulating and implementing departmental policies and programs pertaining to a broad range of civil justice, federal and local law enforcement and public safety matters.
* Shares with the Deputy Attorney General oversight responsibility for the Office of Tribal Justice.
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| Strategic Goals and Priorities | Depends on the policy priorities of the administration |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Distinguished legal career
* Extensive management experience
* Experience in civil law
* Experience in government preferred
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| Competencies | * *Strategic Orientation:* Demonstrates complex thinking abilities, incorporating both analytical and conceptual abilities to manage and develop legal plans and strategies.
* *Results Orientation*: Demonstrated ability to be proactive, exercise independent judgment and manage multiple projects simultaneously. A strong work ethic and a track record of producing high quality work under deadline pressures.
* *Team Leadership*: Experience effectively managing large staff of legal and administrative support professionals.
* *Collaboration & Influencing:* Proven track record of creating and managing relationships with peer executives inside the organization, outside counsel and third parties/institutions.
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| **PAST APPOINTEES** |
| Bill Baer, 2016-2017: Assistant Attorney General of the Justice Department’s antitrust division; Private Practice; Director, Bureau of Competition at the Federal Trade Commission |
| Stuart Delery, 2014-2016: Chief of the Civil Division and Top Aide, Department of Justice. |
| Tony West, 2012-2014: Assistant Attorney General for the Civil Division; Private Practice; Special Assistant Attorney General in California. |

# Endnotes

This position description was created with the help of Egon Zehnder, a global executive search firm.

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)