

## **Background**

The National Association of Attorney General (NAAG) was founded in 1907 and is the professional association of the 56 state and territorial attorneys general. The National Attorneys General Training and Research Institute (NAGTRI), founded in 2007, is the research and training arm of NAAG. NAGTRI is charged with providing an umbrella to create, expand, standardize, and professionalize training and research, maximize program offerings, and facilitate creativity and responsiveness to both long term and short-fuse, developing issues. NAAG emphasizes a commitment to professional excellence and the quality of life of its employees.

## **Position**

The NAGTRI Program Counsel is responsible for initiating, coordinating, and executing NAGTRI trainings, conducting research, and producing research deliverables. The Counsel has a broad range of responsibilities, including creating new trainings, improving existing trainings, serving as an instructor at trainings, researching relevant and timely topics, and writing and editing publications related to those topics. The Counsel will also be responsible for serving as an in-house expert on topics as assigned that match the professional expertise of the Counsel. Additionally, Counsel will serve as liaison to various NAAG committees as assigned. Innovativeness, creativity, initiative, follow-through, attention to detail, and collegiality are the hallmarks qualities expected of those holding this position. Periods of heavy travel are inherent to this position.

The NAGTRI Program Counsel is supervised by the NAGTRI Director, through the NAGTRI Deputy Director.

## **Core Qualifications**

- University Degree
- Law degree from an accredited law school
- Bar membership in a US jurisdiction
- At least five years experience as an attorney in a dynamic legal environment, preferably that of district attorney, attorney general, or US Attorney office
- Extensive trial and/or litigation experience
- Experience conducting legal trainings
- Expertise in one or, preferably more of the following areas: trial advocacy, advanced litigation skills, criminal law and procedure, consumer protection law, energy law, environment law, appellate advocacy, legal ethics, management, and representation of state agencies

- The ability to get along well with others

## **Core Competencies**

The NAGTRI Program Counsel should demonstrate competency in the following areas:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Whether in public or within the office, speak, listen and write in a clear, confident, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Treat all others with respect and dignity.
- **Initiative:** Suggest new ideas and then volunteer to move forward with those ideas.
- **Service:** A commitment to public service and providing the best support possible to NAAG stakeholders and constituents.

## **Responsibilities**

- Develop and execute NAGTRI trainings as assigned and as self-initiated. Trainings include but are not limited to national trainings, mobile trainings, webinars, and individual online trainings.
- Instruct at trainings as necessary.
- Conduct research for the benefit of the attorney general community.
- Write and edit publications in support of the attorney general community.
- Serve as resident expert in legal areas as assigned
- Support NAAG Committees as assigned
- Support programming for NAAG conferences as assigned

- Attend professional development sessions and courses that benefit NAAG and NAGTRI by improving the Counsel's professional expertise
- Work with the NAGTRI Chief Administrator to ensure that all trainings and related events comport with NAGTRI procedures.
- Develop grant applications as opportunities arise
- Perform other tasks based on the needs of NAAG

### **Compensation**

Salary range \$95K - \$105K, based on experience. NAAG offers a very generous benefits package.

### **To Apply**

Submit resume with cover letter and salary history to Scott Messing, NAAG, 2030 M Street, NW, 8th Floor, Washington, DC 20036 or email to [jobs@naag.org](mailto:jobs@naag.org). EOE

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