

ATTORNEY 1

KIND OF WORK

Professional legal work, representing the State of Minnesota.

NATURE AND PURPOSE

Under limited supervision, provides professional legal services and legal protection against lawsuits opposed to the interests of the state, and prosecutorial assistance to enforce regulations or laws. Represents the state in legal matters that result from day to day operation of the business of the state. Performs related work as required.

(The level of a particular position in a classification series is based on a combination of factors not always present in class specifications. Among these factors are the degree of autonomy or authority, the role and scope of the position in the overall program/operation and the position's relationship to others in a unit, department and/or state service as a whole.)

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Analyzes legal services requested by an agency where there has been some delegation, formal or informal, of the Attorney General's authority.

Review all draft amendments to determine if the amendment is appropriate or if a new agreement should be drafted.

Assists in the drafting of legislation so that changes to proposed laws are technically correct, constitutional and not ambiguous.

Develops legal documents necessary for agency.

**Advises client concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.

**Interviews client and witnesses to ascertain facts of case.

**Gathers evidence to formulate defense or to initiate legal actions.

**Studies Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies.

**Confers with colleagues with specialty in area of legal issue to establish and verify basis for legal proceeding.

**Interprets laws, rulings, and regulations for individuals in government agencies.

**Prepares and files legal briefs. Prepares and drafts legal documents

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Technical Competencies:

Knowledge of assigned duties requiring licensure to practice law.

*Legal Transactions-Has knowledge to apply local, state and federal Legislation and regulations within own program. Recognizes and resolves problems with legal documents.

**Law and Public Safety-Knowledge of regulations and methods for maintaining people and property free from danger, injury, or damage; the rules of public conduct established and enforced by legislation, and the political process establishing such rules.

**Law, Government and Jurisprudence-Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Reading Comprehension-Understanding written sentences and paragraphs in work-related documents.

Work Management Competencies:

*Concern for Quality-Devises practical ways to increase own efficiency. Demonstrates a high regard for accuracy and consistency. Identifies improvement opportunities in work practices and processes.

*Analysis, Problem-Solving and Decision-Making-Identifies and communicates problems. Investigates to identify causes. Verifies and gathers information before making a decision. Recommends solutions or makes decisions based on established guidelines and policies. Senses problems or symptoms of problems through observation or information. Anticipates potential problems and takes preventive action. Knows when to seek others' expertise.

*Computer Skills-Uses basic Agency computer software/system applicable to own work assignment. Expands on basic uses of computer software/system to increase own productivity.

**Judgment and Decision Making-Weighing the relative costs and benefits of a potential action.

**Reasoning/Decision Making-Decisions are made and problems solved in performing this job.

Interpersonal Competencies:

*Communication for Results-Communicates well with others. Conveys thoughts and ideas verbally and in writing in clear and concise manner. Listens to understand and asks questions to obtain desired information. Ensures others' understanding of one's message. Adapts communication style to situation or audience. Develops and delivers presentations. Establishes good rapport and builds trust that makes others comfortable in sharing information.

*Customer Focus-Demonstrates customer service orientation. Strives to understand customer's situation and needs and responds to them in a timely manner. Provides customers with information and tools. Maintains ongoing communication with customers. Develops trust and cooperation in customer relationship.

*Collaborative Partnerships and Networking-Establishes good working relationships with outside entities; maintains an understanding of the role and activities of outside organizations. Participates in collaborative efforts.

*People, Work Group and Team Skills-Cooperates. Works collaboratively with others, regardless of level, as a contributing member of the group. Shares all relevant and useful information to keep others up to date. Adapts to different personalities or work styles when working with others; respects differences. Shows support for co-workers/team members.

*Personal Effectiveness-Inquisitive. Learns quickly by asking questions and using others as learning resource. Makes independent decisions and acts upon them. Persistent. Overcomes obstacles to achieve results.

**Persuade Someone to a Course of Action-Persuade someone to a course of action (informally) or influence others to buy something (to sell).

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Licensed to practice law in the State of Minnesota.

The Department of Employee Relations recommends attorney positions for approval and delegation by the Office of Attorney General

* From PROGRES Housing Program/Policy Professional Job Track

** From O*NET Dictionary of Occupational Titles, 1998

Est.: 2/53
Rev.: 9/90, 2/00

T.C.:
Former Title(s):