

ATTORNEY 2

KIND OF WORK

Professional legal work providing technical and/or administrative leadwork to other Attorney Series positions.

NATURE AND PURPOSE

Under administrative direction, 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.

This job class differs from Attorney 1 because an Attorney 2 provides technical and/or administrative leadwork direction to other professional legal staff, including Attorney 1's.

(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.

Establishes a review process for consultant Selection Procedures and verify their use within the Department.

Drafts legislation so that changes to proposed laws are technically correct, constitutional and not ambiguous.

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

\*\*Examines legal data to determine advisability of defending or prosecuting lawsuit.

\*\*Evaluates findings and develops strategy and arguments in preparation for presentation of case.

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

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

\*\*Prepares and files legal briefs. Prepares opinions on legal issues.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

### Technical Competencies:

Knowledge of assigned duties requiring licensure to practice law.

Knowledge of statute and delegation from the Attorney General.

\*Legal Transactions-Drafts and reviews new legal documents that will be complete and acceptable to all parties involved, while protecting the Agency's interest. Interprets and/or applies legal procedures. Reviews legal documents to receive clarification and direction, identify limitations, and resolve ambiguity.

\*Training-Identifies customer training needs by analyzing current problem areas and customer feedback to determine training content. Uses knowledge of different training techniques and adult learning principles to design training curriculum. Coaches others on effective training methods.

\*\*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:

Ability to facilitate or coordinate legal projects sufficient to determine allocation of work, monitor production and performance, and accomplish the legal project's goals.

\*Concern for Productivity-Coordinates all activities for assigned program or function. Adjusts tasks or goals quickly when unforeseen circumstances occur or priorities change. Designs, plans and completes projects involving others. Directs others' efforts toward specific goals assigned to the group. Plans and allocates work to others and sets clear expectations. Monitors project activities and measures results.

\*Concern for Quality-Develops changes to processes and tools within scope of responsibility, to make them more efficient and user-friendly. Obtains input from customers/end-users in redesigning processes and tools. Initiates improvement efforts for shared processes. Examines methods, mechanics and processes to achieve results. Ensures that processes and policies are consistent with organizational philosophies and values.

\*Analysis, Problem-Solving and Decision-Making-Generates and weighs alternative solutions and sees consequences or effects; chooses an appropriate solution from available options. Involves and/or guides others in analyzing and solving problems. Analyzes and resolves complex or multidimensional problems. Generates and tests multiple assumptions, trends, scenarios or hypotheses, and formulates useful explanation for a given situation. Develops parameters that enable consistent decision-making.

\*Computer Skills-Identifies problems with current computer system and provides input on improvements. Uses available software to create tools for others to use in collecting, organizing, storing, retrieving and analyzing data. Improves processes using advanced features of software.

\*\*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:

Ability to coach and mentor others, provides legal direction and support to agencies. Must have an understanding of contract law and considerable knowledge of the federal and state statutes and regulations that pertain to contracting.

\*Communication for Results-Communicates in ways that gain cooperation from and reinforce accountability in others. Develops convincing arguments to influence others to accept one's ideas, take action or make decisions. Delivers difficult messages. Maintains composure and communicates effectively and respectfully in negative situations or when faced with hostility, opposition or pressure.

\*Customer Focus-Strives to empower customers with options or alternative solutions to their problems. Advocates for their needs. Influences them to be accountable for their share of responsibilities. Builds long-term relationships (both formal and informal) with customer groups/organizations and communities.

\*Collaborative Partnerships and Networking-Represents the Agency in collaborative efforts. Provides technical assistance and serves as communication liaison to external groups. Recognizes opportunities for collaboration. Initiates and builds partnerships for joint projects. Ensures inclusiveness of group processes so that all interests are heard.

\*People, Work Group and Team Skills-Draws upon individual expertise and talent as a resource for the team. Seeks as well as provides feedback to others. Utilizes others as resource and offers self as resource to others. Facilitates or leads a group process. Creates a cohesive and collaborative atmosphere to facilitate effective interaction, meaningful participation and shared accountability. Serves as liaison and advocates for team needs to others.

\*Personal Effectiveness-Demonstrates personal credibility, integrity and confidence. Has a well developed self-awareness. Has a strong commitment to interest in self-development. Takes the initiative to do more than expected.

\*\*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.: 4/40  
Rev.: 9/90, 2/00

T.C.:  
Former Title(s):