

Class Concept

This position manages and directs legal services in medium to large state agencies. Employees oversee legal services provided by agency legal staff including legal opinions rendered. This position may serve as the agency's chief in-house legal counsel. The position renders legal advice regarding highly complex statutes, constitutional issues and unique issues without precedent. The position negotiates on behalf of agencies, reviewing and drafting legal documents, opinions, legislation and administrative rules. This position requires in-depth knowledge of agency operations and programs in addition to expertise in all needed fields of law.

This position provides legal and policy advice to the Agency Secretaries, Executive Management Teams and divisions. It creates legal strategy and coordinates legal responses to litigation with the Attorney General's office, oversees the review and negotiation of all contracts and legal documents, conducts research, mediation, and drafts legal memoranda. Position supervises other agency general counsels, legal and administrative support staff within the agency. Employee develops strategies to meet short and long range objectives of work. Arranges and assigns work to use resources efficiently. Coordinates all administrative and legal services provided. Serves as a member of the Executive Management Team. Although works closely with the Attorney General's Office, this position does not litigate in court.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of statutory, case and regulatory law
- Thorough knowledge of management principles, techniques and practices of the agency's organization and objectives
- Skill in directing employees and programs in various areas of responsibility
- Ability to interpret and apply laws, constitutional provisions, statutes, administrative regulations, and court decisions
- Ability to analyze complex legal problems and render formal opinions
- Ability to creatively develop case strategy and tactics
- Ability to plan and support the development of others

Minimum Education and Experience

Licensed to practice law by the North Carolina State Bar and four years of progressively responsible professional legal experience.

NOTE: GS 114-2 and 114-6 make it the duty of the Attorney General of NC to represent the State of North Carolina in all litigation unless another statute specifically states otherwise.