

Class Concept

This is professional legal work in a State agency with specialization in one or more legal/programmatic areas or functions. Examples of work include conducting administrative hearings; serving as appeals referee, preparation of legal documents or correspondence; drafting of rules, regulations, and procedures; or providing consultation to a commission, authority, or committee. Additional examples of work include performing a variety of legal functions such as, researching, summarizing, and evaluating motions, petitions, transcripts, and briefs, identifying legal issues, comparing law and developing relevant information from different sources to address various legal issues, providing analysis, interpretation, and advice on a variety of administrative law issues. Employees usually report to an executive legal counsel position or higher level administrative director within the agency.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of the principles and practices of administrative law.
- Working knowledge of the laws, rules, and regulations applicable to the programmatic or administrative areas to which the position is assigned.
- Considerable knowledge of the programmatic principles and/or technical concepts, procedures and terminologies related to the area to which the position is assigned.
- Ability to interpret laws, rules, regulations, and court decisions.
- Ability to analyze facts, evidence, and legal documents.
- Ability to express legal interpretations or conclusions of law clearly and logically in oral and written form.
- Ability to maintain effective working relationships with the public and other persons contacted in the course of work.

Minimum Education and Experience

Juris Doctor from an appropriately accredited institution.