

Class Concept

This is professional legal work in a State agency with specialization in a variety of legal/programmatic areas or functions, and in-depth or technical programmatic involvement in the management of agency programs. Examples of work include participation in managerial conferences, assessment of the impact of proposed Federal or State legislation, drafting of legislation, and explanation of proposed legislation for Legislative committees. Additional examples of work include determination of compliance with the Administrative Procedures Act, conducting or representing the agency in administrative hearings, drafting or reviewing contracts, and providing technical information or support to the Office of Attorney General when formal legal opinions are required, or when formal legal proceedings must be initiated. Employees usually report to an executive legal counsel position or report directly to a director or deputy director of an agency.

Some positions in this class serve as Hearing Officers in grievance hearings recommending a final personnel decision to the agency leadership. In addition, some positions serve as legal advisor or counselor and is involved in settlement agreements.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of administrative law.
- Thorough knowledge of the laws, rules, and regulations applicable to the programmatic or administrative areas to which the position is assigned.
- Thorough 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 and two years of related professional legal or programmatic experience.