

Class Concept

This position provides direct legal services for large state agencies. 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 conducts research, draft legal documents, resolve complaints, and respond to inquiries for agencies. The position may negotiate on behalf of agencies, review and draft legislation and administrative rules. This position requires knowledge of agency's operations and programs in addition to advanced expertise in all needed fields of law.

This position provides legal and policy advice to the Agency Secretaries, Executive Management Teams and divisions. It coordinates legal responses to litigation with the Attorney General's office, oversees the review and negotiation of all contracts and legal documents, conduct research, and drafts legal memoranda. Employee develops strategies to meet short and long range objectives of work. Position may coordinate all administrative and legal services provided. Serves as a member of the Executive Management Team. 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
- 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
- Skill in directing employees and programs in various areas of responsibility

Minimum Education and Experience

Licensed to practice law by the North Carolina State Bar and three 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.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.