

Class Concept

Employees in this class perform duties indicative of an entry level legal professional. Employees provide legal representation and advice in support of agencies and commissions of the State of NC concerning administrative matters and enforcement of NC General Statutes. Due to limited trial experience, employees may argue more routine cases before the appellate courts, represent the State on the appeal of criminal cases, and support higher level attorneys in more complex cases. Employees conduct research, draft legal instruments and documents, resolve complaints, and respond to inquiries on legal issues from the public. In addition to consulting with attorneys and program personnel, contacts may include attorneys for adverse parties, court administrators and reporters, judges, other state, federal and local officials. Oversight and instruction are provided by the supervisor and senior level attorneys.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of case, statutory, regulatory, and common law.
- Basic knowledge of judicial and quasi-judicial procedures regarding the rules of evidence.
- Basic knowledge of the rules of evidence.
- Ability to perform legal research in accordance with initial guidance as to methods of approach, source materials available, and policy and precedent of the office.
- Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents.
- Ability to analyze facts, evidence, and legal instruments.
- Ability to express conclusions and arguments clearly and logically in oral and written form.
- Ability to maintain effective working relationships.

Minimum Education and Experience

Licensed to practice law by the North Carolina State Bar.

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.