

Class Concept

This position is responsible for administrative and supervisory work in directing small units of attorneys that provide legal support services to state agencies or specific areas of legal specialization. The legal support at this level is characterized by the availability of precedent-setting case law, formalized statutory law and regulations, less complex technical fields within the agencies or area of law, and less public concern generated in the programs or issues of the agencies. Employees are responsible for all legal activities of the unit including the rendering of legal opinions and conducting of litigation. Work includes coordinating the work of the unit by providing administrative activities associated with making assignments, determining priorities, and monitoring progress. Additionally, employees conduct litigation and render legal advice to their units' clients or in the area of legal specialization of their unit. In the Attorney General's Office, Employees report to a division director or higher level supervisor of a broad, complex area requiring an organizational separation into units for supervision. Outside the jurisdiction of that office, employees report directly to an agency head or deputy. Employees perform related duties as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of case, statutory, regulatory, and common law.
- Thorough knowledge of judicial and quasi-judicial procedures.
- Ability to provide technical and administrative supervision of others.
- Ability to conduct complex civil or criminal litigation.
- Ability to interpret and apply laws, constitutional provisions, statutes, administrative regulations, court decisions, and other precedents.
- Ability to analyze facts, evidence, legal principles, and legal instruments.
- Ability to express conclusions and arguments clearly and logically in oral and written form.
- Ability to recognize significant issues in cases.
- Ability to analyze complex legal problems and render formal opinions.
- Ability to creatively develop case strategy and tactics.
- Ability to establish and maintain effective working relationships.
- Ability to manage legal staff.

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.