

Class Concept

This is administrative and managerial work in directing legal support professionals provided to the state by the Attorney General's Office. Employee serves as the liaison between the legal staff and the Attorney General, provides legal advice and consultation to the Attorney General, and develops the policies of the Attorney General's Office.

Employee oversees all legal services provided by the staff including the legal opinions rendered and the litigation conducted. Work includes coordinating all administrative and legal activities through the division directors who oversee the day-to-day operations of the areas. Employee may be directly involved in litigation or negotiations concerning issues of major importance to the State. Employee functions with considerable independence, keeps the Attorney General apprised of significant cases and situations, and serves in the absence of the Attorney General. Employee performs related duties as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of case law, legal principles, statutes, rules, and regulations pertaining to the State and its agencies.
- Thorough knowledge of federal and state court procedures.
- Thorough knowledge of the principles of government, government administration, and personnel management.
- Ability to provide technical and administrative supervision of others.
- Ability to evaluate the effectiveness of attorneys in providing general legal services, trial preparation, and conducting litigation.
- Ability to establish and maintain effective working relationships.
- Ability to creatively respond to unusual job demands.

Minimum Education and Experience

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