

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Legal Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005401	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Legal Counsel & Ethics Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR - 16 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Directs, plans and coordinates all legal functions of the Department of Administrative Services (DAS) and supervises legal and support staff; serves as Chief Legal Counsel for DAS, under the administration and supervision of the Chief of Operations, for all aspects of DAS' operational responsibilities; develops department's legal policies and procedures and provides legal counsel to Director in the development of departmental policies and procedures and all policies and procedures with statewide application; defines Office of Legal Services goals and objectives and assists Director to define agency goals and objectives.	Knowledge of (1) law (i.e., procedural & substantive), (2) legal research methods; (3) legal writing; (4) interviewing; (5) management/supervision, (6) laws, rules & procedures applicable to operations of employing agency (e.g., Civil Service Laws/Rules); (7) employee training & development, (8) public relations. Skill in (9) operation of personal computer & associated hardware/software). Ability to (10) deal with many variables & determine specific course of action; (11) organize & interpret extensive variety of technical/legal material in books, journals or manuals; (12) communicate verbally regarding legal issues; (13) handle sensitive contacts with general public & governmental officials; (14) establish friendly atmosphere as division or large section chief.	
	25	Personally provides legal advice and services to the Director in matters pertaining to the department; researches and drafts legal memorandums and documents; drafts and analyzes legislation; drafts and analyzes administrative rules; oversees the preparation of administrative and judicial cases.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, (15) use proper research methods in gathering data; (16) draft a variety of legal documents; (17) preside over or present court cases logically & effectively; (18) understand difficult legal concepts.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/11/14	

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