

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102400
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of the Chief Legal Counsel	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005404 JOB CODE 61314	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005401 Deputy Director 6			
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit 22 PR 44 (E2) 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		
	45	Assist in defining agency goals & objectives, direct operation, & serves as Assistant to the Department of Administrative Services (DAS) Chief Legal Counsel: assists in planning & coordinating legal functions for DAS and Office of Information Technology (OIT) (e.g., Administrative Support, Human Resources, Office of Collective Bargaining, Equal Opportunity, General Services) which have statewide impact; assists in developing department's legal policies & procedures of legal policies & procedures for divisions in accordance with agency policy in matters having a legal impact on other state; oversees operation of the Chief Legal Counsel's Office during absences; trains & guides new legal staff on providing legal services & consultation to assigned divisions.		Knowledge of (1) law (i.e., procedural & substantive); (2) legal research methods; (3) legal writing; (4) management; (5) interviewing; (6) laws, rules & procedures applicable to operations of employing agency (e.g., Civil Service Laws/Rules); (7) management; (8) employee training & development. Skill in (9) operation of personal computer & associated hardware/software (e.g., Office Suite)*. Ability to (10) deal with large number of variables & determine specific course of action; (11) organize & interpret extensive variety of legal material in books, journals or legal documents; (12) communicate verbally regarding legal issues; (13) handle sensitive contacts with government officials, adverse parties &/or general public; (14) resolve complaints from angry citizens &/or government officials.		
	35	Provides legal services in designated matters for high-level agency personnel: personally conducts operations (e.g., research, advisory memorandums, case management) involving cases having legal impact on assigned division; provides legal advisory services to Director's Office & offices of Deputy Directors in assigned division(s); conducts research & develops legal documentation pursuant to request or need; provides assistance to Office of Attorney General in preparation of trial briefs & discovery production related areas; provides legal counsel for agency officials in legal matters related to agency work; provides assistance in resolving complex questions of law; represents management in meetings where legal expertise is required.		Knowledge of 1, 2, 3, 4, 5 6, 7, 8. Skill in 9*. Ability to 10, 11, 12, 13, 14.		
	List Position Numbers & Job Titles of Positions Directly Supervised: PN 20005407 Administrative Assistant 3 PN 20005405 Attorney 5		SIGNATURE OF AGENCY REPRESENTATIVE 		DATE 1/24/10	

