100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102400

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support		Franklin

POSITION NUMBER 20005405

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005404 Deputy Director 4 (Assistant Chief Legal Officer)

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 14
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE Attorney 4

JOB CODE 63845 APD 9-15-11 UAB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Under the direction of the agency Chief Legal Officer, coordinates legal services including: reviews & drafts contracts for agency or other state agencies; assists in development of legal policies & procedures related to employment law, procurement and public records management in accordance with agency policy. Develops & delivers training presentations to implement policies and directives.	Knowledge of (1) law (i.e., procedural & substantive); (2) legal research methods; (3) legal writing; (4) interviewing; (5) laws, rules & procedures applicable to agency operations*; (6) civil service laws & rules*. Skill in (7) operation of personal computer & associated hardware/software e.g., MS Office). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) deal with large number of variables & determine specific course of action; (10) organize & interpret extensive variety of legal material in books, journals or legal documents; (11) communicate verbally & in writing on legal issues; (12) handle sensitive contacts with government officials, adverse parties & general public; (13) office practices & procedures.
40	Provides legal services in the assigned areas of employment and procurement law for high level agency personnel: personally conducts operations (e.g., research, case management, contract review) involving matters having legal impact in assigned areas; reviews & responds to public record requests; provides legal advisory services in assigned areas; conducts research & develops legal documentation pursuant to request or need; provides assistance to Office of Attorney General in preparation of trial briefs & in related areas; assist in providing legal counsel for agency officials, or participates in representing Director, Assistant Directors & Deputy Directors and other employees in legal matters related to agency work; provides assistance in resolving complex questions of law; represents high-level management in meetings where legal expertise is required.	Knowledge of 1, 2, 3, 4, 5*, 6*, (13) office practices & procedures. Skill in 7. Ability to 8, 9, 10, 11, 12; (14) understand difficult legal concepts.
15	Prepares legal documentation to support legal operations: writes briefs, reports, position papers, correspondence, legal opinions on case-by-case basis; maintains accurate case records for use as documentation; conducts legal reference searches on basis of need.	Knowledge of 1, 2, 3, 4, 5*, 6* Skill in 7* Ability to 8, 9, 10, 11, 12, 14 *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	9/9/11