

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
20005405

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Attorney 5

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Professional

Bargaining Unit 22
PR 15
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	Under direction of agency Chief Legal Counsel, coordinates legal services for Department of Administrative Services (DAS) divisions (e.g., Office of Information Technology, 911 Program Office, Administrative Support) which have statewide impact; assists in development of legal policies & procedures for division in accordance with agency policy in matters having legal impact on other state agencies & in assigned areas, in accordance with agency policy; oversees operation of Office of Legal Services 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) interviewing; (5) laws, rules & procedures applicable to operations of employing agency (e.g., civil service laws/rules*); (6) management*; (7) employee training & development. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite) & use of Internet. Ability to (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 regarding legal issues; (12) handle sensitive contacts with government officials, adverse parties &/or general public; (13) resolve complaints from angry citizens &/or government officials.
30	Provides legal services in designated cases or instances & for high-level agency personnel: personally conducts operations (e.g., research, case management, contract review) involving matters having legal impact on assigned division; reviews & responds to public record requests; provides legal advisory services; 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; provides legal counsel for agency officials, or participates in representing Director, Assistant Director & other Senior Leadership 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*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13

*developed after employment

JOB CODE TITLE
Attorney 5

JOB CODE
63846

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Paul Thell

1-26-16

apd 1-26-16 al

