

<b>POSITION DESCRIPTION</b>		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 20005406	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Attorney 5		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: 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.				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
30	Under direction of agency Chief Legal Counsel, coordinates legal services for Department of Administrative Services (DAS) divisions (e.g., Administrative Support, Equal Opportunity, General Services, Human Resources) & Office of Information Technology 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 area, 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.	
50	Provides legal services in designated cases or instances & for high-level agency personnel: personally conducts operations (e.g., research, case management, litigation) 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 & 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; assists with agency		Knowledge of 1, 2, 3, 4, 5, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13  *developed after employment	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			5-17-16	

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