

ATTORNEY EXECUTIVE

DESCRIPTION OF WORK:

Positions in this banded class manage and direct legal services for the State in the Office of the Attorney General. Employees oversee legal services provided by staff including legal opinions rendered and the litigation conducted. Employees may be directly involved in litigation or negotiations concerning issues of major importance to the State. Employees keep the Attorney General apprised of significant cases and situations.

The legal services that attorneys provide in the Office of the Attorney General include: advising clients about their rights and obligations; negotiating on behalf of clients; reviewing and drafting legal documents, memoranda, opinions, legislation and administrative rules; and appearing before State and federal trial courts, appellate courts and administrative tribunals. Attorneys, also, provide opinions on North Carolina law to public boards and officers who are not clients. Attorneys provide information to the public about North Carolina law, and where required by statute, maintain and prosecute actions in the name of the State or on behalf of the citizens of the State.

EXAMPLES OF COMPETENCIES:

Planning and Organizing Work: Demonstrated ability to develop plans to accomplish work operations and long-range goals and objectives based on legal requirements of the agencies represented and the areas of law handled. Develops strategies to meet short-range objectives of work. Arranges and assigns work to use resources efficiently. Coordinates all administrative and legal services provided. Makes changes in operations.

Legal Program Management: Demonstrated ability to technically oversee all legal services, including opinions rendered and litigation conducted. Develops, implements and modifies standards of practice for legal work performed. Demonstrated ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision. Demonstrated ability to think independently.

Human Resources Management: Demonstrated ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees. Retains a diverse workforce. Administers and ensures compliance with human resources policies and procedures. Observes and assesses work; provides feedback; may provide technical supervision; plans and supports employees in career development opportunities.

Career and/or Talent Development: Demonstrated ability to plan and support the development of others using a competency based system. Ensures that staff are properly trained.

Strategic Planning: Demonstrated ability to establish and commit to a course of action in order to accomplish long-range goals and vision of the Office of the Attorney General.

Business Administration: Demonstrated ability to evaluate and allocate resources, plan procurement and oversee budget and contracts to ensure fiscal stability of the Agency.

Professionalism: Adheres to the Rules of Professional Conduct; in accordance with those Rules, zealously asserts the client's position and demonstrates respect for the legal system; conducts himself or herself in an honorable manner; treats witnesses, opponents, colleagues and the public with courtesy and respect.

MINIMUM TRAINING AND EXPERIENCE:

Licensed to practice law in the State of North Carolina and professional legal experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.