

ATTORNEY

DESCRIPTION OF WORK: Positions in this banded class perform the full range of legal services for the State. Legal services that attorneys perform as advisors, writers, negotiators or advocates to State clients 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. Positions in this banded class provide opinions on North Carolina law to public boards and officers who are not clients. Positions 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. Work may include supervision of other attorneys and support staff. Must be licensed to practice law in North Carolina.

EXAMPLES OF COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors) or Description of tasks that show an application of the competencies.

CONTRIBUTING:

Knowledge-Professional: Satisfactory level of legal knowledge of practice area and procedural knowledge necessary to provide basic legal services to assigned client. Ability to identify legal issues, conduct legal research, and analyze the law.

Litigation: Ability to analyze case, research, plan, develop and execute an effective litigation strategy to achieve desired result. Able to investigate and draft basic factual and legal claims and defenses. Ability to formulate case strategy and arguments. Ability to prepare and organize and conduct witness examinations. Knowledge and skills to conduct trials, including delivering opening statements and closing remarks, jury selection and evidentiary objections, in cases involving limited issues and facts.

Appellate Advocacy: Ability to identify legal issues, conduct legal research, and analyze the law. Ability to establish and present a legal position. Ability to prepare persuasive appellate briefs and other appellate documents. Ability to conduct appellate oral argument including the ability to listen, analyze and respond to questions from the appellate courts.

Counseling and Advising: Understanding of client programs and organizational structure. Ability to effectively respond to questions and inquiries involving well-established legal issues and effectively convey consequences of decisions. Ability to identify legal issues and counsel accordingly. Ability to draft technical amendments to existing statutes and rules without altering the fundamental legal framework of the client's program. Ability to develop or update and deliver training programs in established areas of law.

Communication: Ability to express basic legal concepts and related facts in a clear, concise and organized manner. Ability to write clear, concise and organized legal documents, letters and memoranda addressing basic legal concepts and facts.

Decision Making: Presides over all aspects of a hearing process, involving standard legal issues.

Negotiation and Advocacy Skills: Ability to analyze case or assignment, research, plan, develop and execute effective strategy to achieve desired result. Ability to establish and present a legal position. Ability to analyze and anticipate strengths and weaknesses, and tailoring presentation of legal position to address potential questions.

Organizational Awareness and Commitment: Basic understanding of role in the work unit and services provided to the client. Basic understanding of and ability to utilize resources within the work unit. Basic understanding of and adherence to office or program policies and procedures.

Leadership and Collaboration: Ability to direct and guide personnel assigned to assist the attorney in the handling of a legal assignment or case; ability to review work completed and provide feedback in a constructive manner.

JOURNEY

Knowledge-Professional: Comprehensive

Communication: Ability to express moderately

understanding of the laws and principles governing one or more areas of practice; follows developments and trends in areas of practice.

Ability to conduct legal research and analyze the legal issues in moderately complex issues.

Litigation: Ability to analyze case, research, plan, develop and execute an effective litigation strategy to achieve desired result in moderately complex cases. Ability to review, analyze and respond to discovery or discovery on moderately complex issues or facts. Skill in conducting depositions in moderately complex cases. Able to conduct and respond to discovery of experts. Ability to conduct and respond to discovery in multiple jurisdictions.

Appellate Advocacy: Ability to prepare persuasive appellate briefs and other appellate documents in cases involving moderately complex facts or issues. Ability to conduct appellate oral argument in cases involving moderately complex facts or legal issues including the ability to listen, analyze and respond to questions from the appellate.

Counseling and Advising: Broad understanding of client programs, objectives and relationship to other work units within client agency. Ability to find creative solutions to questions and inquiries involving moderately complex legal issues. Ability to understand and anticipate legal issues with significant ramification and counsel accordingly.

ADVANCED

Knowledge-Professional: Highest level of legal knowledge applicable to providing a broad range of legal services to the State; serves as a professional resource to peers. Ability to conduct legal research and analyze the law in novel or complex issues.

Litigation: Ability to analyze case, research, plan, develop and execute an effective litigation strategy to achieve desired result in novel or complex cases. Able to investigate and draft complex factual and legal claims and defenses. Ability to draft discovery requests in novel, complex, protracted or voluminous cases. Ability to formulate case strategy and arguments in novel or complex cases. Knowledge and skills to conduct trials, including delivering opening statements and closing remarks, jury selection and evidentiary objections, in novel or complex cases.

Appellate Advocacy Skills: Ability to prepare persuasive appellate briefs and other appellate documents in cases involving novel or complex facts or issues. Ability to conduct appellate oral

complex legal concepts and related facts in a clear, concise and organized manner. Ability to write clear, concise and organized legal documents, letters and memoranda addressing moderately complex legal concepts and facts.

Decision Making: Presides over all aspects of a hearing process involving moderately complex cases. Drafts decisions and orders in moderately complex cases.

Negotiation and Advocacy: Ability to analyze case or assignment, research, plan, develop and execute effective strategy to achieve desired result in moderately complex legal matters or issues. Ability to develop advanced legal positions in moderately complex legal matters in the face of sophisticated opposition or inquiry. Ability to analyze and anticipate strengths and weaknesses, and tailor presentation of legal position to address potential questions in moderately complex legal matters.

Organizational Awareness and Commitment: Broad understanding of the role of the division and services provided to the client. Broad understanding of and ability to utilize resources within the division. Broad understanding of and adherence to office or program policies and procedures.

Leadership and Collaboration: Ability to coordinate and facilitate work teams consisting of two or more attorneys or other specialists assigned to handle moderately complex cases; determines skills and abilities of work team, monitors process, and ensures objectives are accomplished.

Communication: Ability to express novel or complex legal concepts and related facts in a clear, concise and organized manner. Ability to modify delivery, language or content to account for the characteristics and needs of the audience.

Decision Making: Presides over all aspects of a hearing process involving complex cases. Decisions may have program impact. Drafts decisions and orders in complex cases.

Negotiation and Advocacy: Ability to analyze case or assignment, research, plan, develop and execute effective strategy to achieve desired result in novel or complex legal matters or issues. Ability to develop advanced novel positions in the most complex legal matters of significant interest to the State, in the face of sophisticated opposition or inquiry.

Organizational Awareness and Commitment: Comprehensive understanding of the role of the agency and services provided to the client and State. Comprehensive understanding of and ability to utilize resources within the agency and other State agencies.

argument in cases involving complex or novel facts or legal issues including the ability to listen, analyze and respond to questions from the appellate courts.

Counseling and Advising: Comprehensive understanding of multiple clients, multiple programs or agencies of the State. Ability to find creative solutions to questions and inquiries involving novel or complex legal issues. Ability to understand and anticipate legal issues with major ramifications and counsel accordingly.

Leadership and Collaboration: Ability to coordinate and lead work teams assigned to handle novel or complex cases. Ability to serve as the lead attorney in one or more programs; ability to influence and direct legal services and advice provided by the work unit.

MINIMUM TRAINING AND EXPERIENCE:

Licensed to practice law in North Carolina.

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