

AGENCY LEGAL SPECIALIST I

This is professional legal work in a State agency with specialization in one or more legal/programmatic areas or functions such as conducting administrative hearings; preparation of legal documents or correspondence; drafting of rules, regulations, and procedures; or providing consultation to a commission, authority, or committee. Employees may occasionally have assignments related to any programmatic issue or agency activity in which legal issues are involved. Employee usually reports to a higher level professional legal position or a program manager within the agency.

NOTE: Representation of the State, State agencies, or employees in a court of law, and the issuance of formal legal opinions are responsibilities of attorneys in the Office of Attorney General. Positions in this class may cooperate with the Office of Attorney General in these efforts, but have no authority to act as formal legal counsel for the State.

I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments are generally related to one or more specialized legal functions, or employee may be assigned to a specialized agency program.

Intricacy - Work requires analysis of legal documents, legislation, rules and regulations. In addition, factual situations or evidence must be evaluated to render a decision consistent with laws, regulations, legal guidelines, or precedents.

Subject Matter Complexity - Employee must have a professional legal knowledge of the laws, rules, regulations, and procedures related to the specific programmatic areas served. In addition, a general understanding of the related programmatic principles and issues is required.

Guidelines - Professional legal guidelines such as laws, rules, regulations, the rules of evidence, and legal precedents are available, but may require judgment and interpretation when applied to specific situations.

II. RESPONSIBILITY:

Nature of Instructions - Assignments may be received with generalized problem statements, goals, or objectives; however, time frames for completing work are generally established. Work is self-planned on a daily basis.

Nature of Review - Work is reviewed after completion by a professional legal supervisor for quality and consistency in the application of legal principles, laws, and regulations to factual situations. If the employee reports to a program administrator, the review will be through the assessment of the impact of the employee's decisions on the administration of the agency program.

Scope of Decisions - Decisions affect the specific programs with which the employee works, the employees, and the clients or segments of the general public served or affected by the regulatory operations of the agency.

Consequence of Decisions - Decisions related to administrative hearings have a direct impact on the agency or appellant with financial consequences to either party running into several thousands of dollars. Legal judgments related to the administration of an agency program vary in consequence from minor to significant; however, legal decisions with major impact on the agency would be referred to higher level legal counsel or the Office of Attorney General.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with professional program administrators, their staffs and the segments of the general public affected by the agency programs with which the employee works. This may include contact with attorneys and their clients if work is related to regulatory programs or administrative appeals.

Nature and Purpose - The primary purpose of the contacts is to gather the required information to render a legal judgment or interpretation, and to explain the decision rendered.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is generally conducted in an office setting or similar environment.

Hazards - Work may involve travel, and employees are subjected to normal driving hazards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of the principles and practices of administrative law. General knowledge of the laws, rules and regulations applicable to the primary programmatic or administrative area to which the position is assigned. Ability to interpret laws, rules, regulations, and court decisions. Ability to analyze facts, evidence and legal documents. Ability to express legal interpretations or conclusions of law clearly and logically in oral and written form. Ability to maintain effective working relationships with the public and other persons contracted in the course of work.

Minimum Education and Experience - Graduation from an accredited law school and one year of related professional legal or programmatic experience; or an equivalent combination of education and experience. A Master's Degree in a relevant program area may be substituted for six months of the required experience.

Minimum Education and Experience for Trainee Appointment - Graduation from an accredited law school.

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