

## AGENCY LEGAL SPECIALIST II

This is professional legal work in a State agency with specialization in a variety of legal/programmatic areas or functions. Examples of work include participation in managerial conferences, assessment of the impact of proposed Federal or State legislation, drafting of legislation, and explanation of proposed legislation to legislative committees. Additional examples of work include determination of compliance with the Administrative Procedures Act, conducting or representing the agency in administrative hearings, drafting or reviewing contracts and providing technical information or support to the Office of Attorney General when formal legal opinions are required, or when formal legal proceedings must be initiated. Employees usually report to an executive legal counsel position or higher level administrative director 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 include significant involvement in a variety of specialized legal/programmatic functions, and the employee may also have involvement in the legal issues of several agency programs.

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 an administrative director within the agency, the review will be through the assessment of the impact of the employee's decisions on the administration of agency programs.

Scope of Decisions - Decisions have effect on multiple programmatic areas within the agency, the employees, and the clients or segments of the general public served or affected by the regulatory operations of the agency.

Consequence of Decisions - The employee is frequently consulted by the management of the department on legal/programmatic issues with substantial impact to the agency; however, legal decisions of exceptional consequence would generally be referred to the Office of Attorney General.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with professional program administrators, their staffs, and segments of the general public served by the agency. Contacts may include Federal officials, legislators, the Office of the Attorney General, attorneys, and their clients.

Nature and Purpose- The primary purpose is to explain and interpret the legal decisions rendered, and to provide legal guidance to administrators in the programmatic decision-making process.

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 - Considerable knowledge of the principles and practices of administrative law. General knowledge of the laws, rules, and regulations applicable to the programmatic or administrative areas 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 contacted in the course of work.

Minimum Education and Experience - Graduation from an accredited law school and two years 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 one year of the required experience.

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.