

## ATTORNEY SUPERVISOR I

This is administrative and supervisory work in directing a small unit of attorneys that provide legal support services to state agencies or specific areas of legal specialization. The legal support at this level is characterized by the availability of precedent-setting case law, formalized statutory law and regulations, less complex technical fields within the agencies or area of law, and less public concern generated in the programs or issues of the agencies.

Employees are responsible for all legal activities of the unit including the rendering of legal opinions and conducting of litigation. Work includes coordinating the work of the unit by providing administrative activities associated with making assignments, determining priorities, and monitoring progress. Additionally, employees conduct litigation and render legal advice to their units' clients or in the area of legal specialization of their unit. In the Attorney General's office employees report to a division director or higher level supervisor of a broad, complex area requiring an organizational separation into units for supervision. Outside the jurisdiction of that office, employees report directly to an agency head or deputy. Employees perform related duties as required.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees determine long-range priorities to provide legal support to agencies. Short-range adjustments are required to meet changing legal needs and increases in case load which result from changes in federal and state laws and regulations.

Organizing and Directing - Employees make assignments to cases and opinions of law based on the expertise and abilities of the staff. Employees serve as technical advisor to provide guidance and monitor progress on assignments. Due to the complexity of an individual's areas, cases may change in significance and require staffing additions or changes for resolution.

Budgeting - Employees prepare budget recommendations for supplies, travel, and equipment of the unit based on the current expenditures and projected needs for the coming year. Recommendations are provided to the division director to be incorporated into the division budget.

Training - Employees develop and implement programs for on-going development of staff. Employees assist in the identification of sources of outside training and provide on-the-job training and guidance as needed.

Setting Work Standards - Employees participate with management in developing standardized policies for the performance of work. Employees may independently develop internal methods for monitoring the progress of work and communications with client agencies.

Reviewing Work - Employees monitor the work of staff through informal feedback and consultation on assignments. Employees provide the formal performance appraisal as specified by management.

Counseling and Disciplining - Employees counsel staff concerning problems and needs. Employees solve problems as they arise based on existing policies and procedures. Significant problems are discussed with superiors for a collaborative decision and to keep them informed of difficult situations.

Performing Other Personnel Functions - Employees recommend staffing requirements, assist in the recruitment and selection of personnel, recommend merit increments and promotions, and administer other personnel regulations.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is impacted by state and federal laws which affect the policies, rules, and programs of the agencies supported. The legal specializations are characterized by the lack of precedent-setting case or statutory law. Employees monitor technical fields of the clients and the developments in the law of these fields to recognize the development of trends that may impact on case outcome.

Variety of Work Supervised - Employees typically supervise a unit of attorneys that support one agency or area of law or several small, less dynamic agencies or areas of law.

Number of Employees Responsible For - Employees typically supervise three to five attorneys and administrative support staff.

III. EXTENT OF SUPERVISION RECEIVED: Employees function independently under broad policies and procedures. Work is reviewed based on the quality of legal services provided and their clients' satisfaction with the legal services.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - N/A

Physical Dispersion of Employees - Employees may be located in the program area of the agency supported.

V. RECRUITMENT REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of case, statutory, regulatory, and common law. Thorough knowledge of judicial and quasi-judicial procedures. Ability to provide technical and administrative supervision of others. Ability to conduct complex civil or criminal litigation. Ability to interpret and apply laws, constitutional provisions, statutes, administrative regulations, court decisions, court decisions, and other precedents. Ability to analyze facts, evidence, legal principles, and legal instruments. Ability to express conclusions and arguments clearly and logically in oral and written form. Ability to recognize significant issues in cases. Ability to analyze complex legal problems and render formal opinions. Ability to creatively develop case strategy and tactics. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from a recognized school of law and four years of progressively responsible professional legal experience; or an equivalent combination of training and experience.

Necessary Special Qualification - License to practice law in the State of North Carolina.

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.

Degrees must be received from appropriately accredited institutions.