

ATTORNEY SUPERVISOR II

DESCRIPTION OF WORK

This is administrative and supervisory work in directing a medium to large unit of attorneys assigned to specific state agencies or areas of legal specialization. The area of legal specialization is characterized by the complexity of the technical field, the public concern of the programs or issues addressed by the agency or field, and the complexity of law due to lack of precedent-setting case law or statutory dynamics.

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 or render legal advice and opinions to their sections' clients or the area of legal specialization. In the Attorney General's office, employees report to a division director. Outside the jurisdiction of that office, employees report directly to an agency head or deputy. Employees perform related duties as required.

EXAMPLES OF DUTIES PERFORMED

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish long-range priorities to provide legal support to agencies. However, short-range adjustments are frequently made 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 on the assignment and monitor its progress. Due to complexity of the legal area, 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 to client agencies.

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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 inform them 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 frequently changing state and federal laws which affect the policies, rules, and programs of the agencies supported. The legal specialization at this level is characterized by the lack of precedent-setting case and statutory law. Employees must monitor the technical fields in which their clients operate and developments in the law of these fields to recognize 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.

Number of Employees Responsible For - Employees typically supervise five to ten 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.

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RECRUITMENT STANDARDS

Knowledge, 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, legal principles, and other legal precedents.

Ability to analyze facts, evidence 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 establish and maintain effective working relationships.

Ability to creatively develop case strategy and tactics.

Minimum Education and Experience Requirements

Graduation from an appropriately accredited school of law and five 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.