

CHIEF DEPUTY ATTORNEY GENERAL

This is administrative and managerial work in directing the legal support provided to the state by the Attorney General's office. Employee serves as the liaison between the legal staff and the Attorney General, provides legal advice and consultation to the Attorney General, and develops the policies of the Attorney General's office.

Employee oversees all legal services provided by the staff including the legal opinions rendered and the litigation conducted. Work includes coordinating all administrative and legal activities through the division directors who oversee the day-to-day operations of the areas. Employee may be directly involved in litigation or negotiations concerning issues of major importance to the State. Employee functions with considerable independence, keeps the Attorney General apprised of significant cases and situations, and serves in the absence of the Attorney General. Employee performs related duties as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee, in coordination with the division directors, develops overall policies and goals to achieve the objectives and carry out the functions of the Attorney General's office. Situations that are extremely unusual require the employee to develop strategies with the division directors and the Attorney General to meet short-range objectives for the accomplishment of work.

Organizing and Directing - Employee ensures that adequate staffing comprises the divisions based on the agencies and areas of law supported in the division. Significant changes in division structure or unit functions are discussed with the division directors. Employee recommends realignment of divisions and services to the Attorney General.

Budgets - Employee prepares budget recommendations based on the projected needs from the division directors. Recommendations are provided to the Attorney General for incorporation into the departmental budget.

Training - Employee ensures that policies for on-the-job, course, or peripheral training of staff are developed and enforced in the divisions.

Setting Work Standards - Employee ensures that each division develops and follows appropriate procedures and methods for effectively carrying out its responsibilities.

Reviewing Work - Employee provides administrative review of work through the evaluation of goals, priorities, and the satisfaction of client agencies.

Counseling and Disciplining - Employee ensure that formal guidelines and policies are established for handling disciplinary procedures. Serious disciplinary actions are discussed with the employee.

Performing Other Personnel Functions - Recommendations on hiring, promotions, merit increments, and changes in staffing are presented from division directors for incorporation into departmental recommendations. Employee ensures that personnel policies and guidelines are developed which meet the requirements of State government.

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. Some legal specializations within the department are more dynamic due to the nature of the area, the law evolving in the field, the lack of precedent-setting case law, widespread public concern, or impact on the public interest and welfare.

Variety of Work Supervised - Employee supervises the attorneys that provide support to multiple agencies and a variety of areas of law.

Number of Employees Responsible For - Employee supervises approximately 150 attorneys.

III. EXTENT OF SUPERVISION RECEIVED: Employee functions independently under broad policies and goals established for the department. Employee is accountable to the Attorney General for the satisfaction of legal services provided by the department.

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 areas of the agencies supported.

V. RECRUITMENT REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of case law, legal principles, statutes, rules, and regulations pertaining to the State and its agencies. Thorough knowledge of federal and state court procedures. Thorough knowledge of the principles of government, government administration, and personnel management. Ability to provide technical and administrative supervision of others. Ability to evaluate the effectiveness of attorneys in providing general legal services, trial preparation, and conducting litigation. Ability to establish and maintain effective working relationships. Ability to creatively respond to unusual job demands.

Minimum Training and Experience Requirements - Graduation from a recognized school of law and seven 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.