

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ADMINISTRATIVE LAW SPECIALIST

JOB DESCRIPTION

Employees in this job work directly for or on behalf of constitutionally or statutorily created quasi-judicial Boards and/or Commission(s), performing legal analysis and researching and drafting decisions.

There are four classifications in this job.

Position Code Title – Administrative Law Specialist-E

Administrative Law Specialist 13

This is the entry level. The employee carries out a range of professional administrative law specialist assignments while learning the methods of the work.

Administrative Law Specialist 14

This is the intermediate level. The employee performs an expanding range of administrative law specialist assignments in a developing capacity.

Administrative Law Specialist P15

This is the experienced level. The employee performs a full range of administrative law specialist assignments in a full functioning capacity. Extensive independent judgment is used to make decisions in carrying out assignments that have substantial impact on services or programs. Availability of guidelines is limited and theories, principles, and practices of the profession must be utilized to determine appropriate courses of action.

Position Code Title – Administrative Law Specialist-A

Administrative Law Specialist 16

This is the advanced level. At this level, the employee is responsible a majority of the work time for assignments which are recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

ADMINISTRATIVE LAW SPECIALIST

PAGE No. 2

Performs legal research and analysis of statutes, case decisions, attorney general opinions and other rulings of law and fact.

Prepares summaries and analyses of cases highlighting the legal and factual issues in dispute.

Reviews records of hearings and proposals for decisions submitted by agency boards or commissions after oral argument or case presentation.

Researches applicable statutes, rulings, case law, and precedents to provide legal basis for proposed opinions and orders for an agency board or commission.

Researches and drafts proposed opinions, final orders, and other documents on behalf of the agency board or commission.

Researches and recommends new and revised policy, regulations or administrative guidelines for the agency board or commission.

Analyzes, reviews and drafts proposed legislation.

Provides assistance to the Attorney General's office, as requested.

May provide expert testimony, as requested.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Administrative Law Specialist 16 (Senior Worker)

Performs on a regular basis professional administrative law specialist assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the fundamental subjects in law.

Knowledge of legal research procedures.

ADMINISTRATIVE LAW SPECIALIST

PAGE NO. 3

Knowledge of the preparation of memoranda of law.

Knowledge of legal writing techniques, jargon, and terms.

Knowledge of the statutory and regulatory authority, rules and procedures associated with programs adjudicated by the agency board or commission.

Ability to write and speak effectively.

Ability to present ideas clearly and effectively.

Ability to quickly assimilate oral and written data, to analyze facts and draw logical conclusions.

Ability to prepare and draft logical and concise written decisions, opinions, orders of law, legislation, policies, and/or procedures.

Ability to interpret complex rules, regulations, policies, statutes, case law, and rulings.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a Juris Doctorate degree from an accredited school of law.

Experience

Administrative Law Specialist 13

No specific type or amount is required.

Administrative Law Specialist 14

One year of professional experience in legal work equivalent to an Administrative Law Specialist 13 or Administrative Law Examiner 13, or as an attorney.

ADMINISTRATIVE LAW SPECIALIST

PAGE NO. 4

Administrative Law Specialist P15

Two years of professional experience in legal work, including one year equivalent to an Administrative Law Specialist 14 or Administrative Law Examiner 14; or, two years of experience as an attorney.

Administrative Law Specialist 16

Three years of professional experience in legal work, including one year equivalent to an Administrative Law Specialist P15 or an Administrative Law Examiner P15; or, three years of experience as an attorney.

Special Requirements, Licenses, and Certifications

Membership in good standing in the Michigan State Bar.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ADMLAWSPL

Job Code Description

Administrative Law Specialist

Position Title

Administrative Law Specialist-E

Administrative Law Specialist-A

Position Code

ADMSPLE

ADMSPLA

Pay Schedule

NERE-076

NERE-077

ECP Group 2
Revised 6/1/06
TeamLeaders