

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**ATTORNEY ADMINISTRATOR**

**JOB DESCRIPTION**

Employees in this job supervise Attorneys and other staff, or serve as a department-wide specialist or coordinator of litigation functions while performing legal services on behalf of the Attorney General. All ECP Group 4 positions must be designated by the Appointing Authority and accepted by Civil Service.

There are three classifications in this job.

**Position Code Title - Attorney Administrator-1**

Attorney Administrator 18

The employee serves as a first-line manager with responsibility for directing the work of subordinate Attorneys.

**Position Code Title - Attorney Administrator-2**

Attorney Administrator 19

The employee serves as either an overall assistant or multiple assistant to the director of a legal division, or as the assistant chief legal advisor to the heads of principal departments, or as a litigation specialist to a Bureau Chief, Solicitor General, or the Chief Deputy Attorney General.

**Position Code Title - Attorney Administrator-3**

Attorney Administrator 20

The employee serves as a director of a legal division and functions as the chief legal advisor to the heads of principal departments, or as a legal advisor to the Attorney General and/or the Chief Deputy Attorney General, or as litigation coordinator to the Solicitor General or the Chief Deputy Attorney General.

**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.

Writes legal opinions on issues of major significance to the state.

Reviews legal opinions prepared by subordinate staff.

Performs research and analysis required for the solution of highly complex legal issues.

Prepares and passes on the form and legality of contracts, deeds, leases and other legal papers.

Provides direction and supervision to subordinate Attorneys in conducting searches for applicable statutes, rulings and precedents to be used in court and administrative proceedings, and as a basis for answering requests for legal opinions, or for other legal documents.

May serve as assistant chief legal counsel and advisor to one or more principal departments or department directors.

Prepares formal complaints and presents cases at hearings, in court and/or administrative proceedings; prepares written pleadings and briefs; presents oral appellate arguments; and examines and cross-examines witnesses; and supervises such activities performed by subordinate attorneys.

Appears before state and federal courts and agencies at all levels to represent the interests of the state.

Brings court proceedings to enforce agency orders.

Prosecutes, and supervises the prosecution by subordinate Attorneys, criminal action on behalf of the People of the State of Michigan.

Engages in settlement negotiations and supervises subordinate Attorneys engaged in settlement negotiations.

Advises agencies on the construction of statutes and enforcement procedures.

Directs, and is responsible for, the legal work of those state departments, commissions and boards assigned to the division.

Serves as chief legal counsel and advisor to heads of principal state departments, commissions and boards.

Supervises, directly or indirectly, the work of staff assigned to the division.

Plans, organizes, directs and controls the work activities of assigned staff.

Assigns division work to staff and evaluates performance, ensuring equal opportunity in promotional opportunities and case assignment.

Prepares and reviews legal opinions and special problems on issues of major significance and importance to the state.

Performs and/or supervises the research and analysis required for the solution of highly complex legal issues on direct assignments from the Attorney General and/or the Chief Deputy Attorney General.

Formulates current and long-range programs, plans and policies for the division's programs.

Maintains ongoing contact with the Executive Office on all significant matters within the division.

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

Performs related work as assigned.

### **Additional Job Duties**

#### **Attorney Administrator 19 (Specialist)**

Serves as lead counsel on highly complex, specialized litigation involving multiple Division areas of practice and clients ensuring that proper case strategies and assignments are completed timely and proper methods, procedures, and processes are used by all attorneys working on the case.

Serves on cross-jurisdictional or national legal teams.

Routinely handles legal cases involving unique or precedential issues having a substantial impact on the jurisprudence of multiple clients, the state and/or local governments, or the nation.

Serves as a resource to the Bureau Chief on complex litigation or other matters involving the specialty areas and practices within the Bureau.

Handles special assignments involving highly complex issues or projects impacting the Bureau's practice area and clients.

Makes presentations at multi-jurisdictional or national meetings and seminars.

Serves as a mentor to less senior or less experienced attorneys within the Department.

Conducts second opinion reviews of case settlement recommendations of \$200,000.00 to \$1,000,000.00.

#### Attorney Administrator 20 (Litigation Coordinator)

Assembles legal teams and serves as lead counsel on highly complex, specialized litigation involving multiple-Division practice areas and/or requiring department-wide resources, developing and implementing case strategies and ensuring that proper methods, procedures and processes are used and goals and deadlines are met by all attorneys working on the case.

Serves on cross-jurisdictional, multiple state or national legal teams and may function as lead counsel.

Develops 'Best Litigation Practices' for the Department.

Conducts second opinion reviews of settlement recommendations in excess of \$1,000,000.00.

Consults with the Solicitor General and/or Legal Counsel on litigation matters, assisting with the development of trial and appeal strategies and their implementation in specific cases.

Receives and handles special assignments involving highly complex matters impacting state and/or federal programs, legislation or policy.

Works with the Executive Division staff to develop and provide legal advice and guidance on significant matters involving the Department, clients, legislation or other constituencies.

Assists in the development of department-wide litigation policies and practices.

Reviews and approves settlement recommendations.

Works with Bureau and Division Chiefs on the development of attorney litigators.

Develops training material and conducts training sessions on specific litigation topics.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Thorough knowledge is required at the 18 and 19 levels and extensive knowledge is required at the 20 level.

Knowledge of constitutional law, administrative law and state and local government law.

Knowledge of legal research procedures.

Knowledge of the preparation of briefs and presentation of arguments for cases before state and federal agencies and courts.

Knowledge of the practices and procedures of the Department of Attorney General.

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting and reporting.

Knowledge of staffing requirements as to type, number and training for the accomplishment of program goals.

Knowledge of labor relations and equal employment opportunity policies and procedures.

Knowledge of the legal implications and potential liabilities associated with programs administered by the agencies represented.

Ability to instruct, direct, and evaluate employees.

Ability to direct and motivate others.

Ability to supervise the work of lower-level Attorneys.

Ability to communicate effectively.

Ability to use judgment, tact and discretion.

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

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

Ability to maintain favorable public relations.

### **Working Conditions**

Movement through the salary range is based on performance evaluated by the Department of Attorney General, Performance Appraisal System.

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

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

### **Experience**

#### Attorney Administrator 18

Five years of post-bar admission legal experience.

#### Attorney Administrator 19 - 20

Six years of post-bar admission legal experience.

### **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**

ATTORNADM

#### **Job Code Description**

ATTORNEY ADMINISTRATOR

#### **Position Title**

Attorney Administrator-1

Attorney Administrator-2

Attorney Administrator-3

#### **Position Code**

ATTYADM1

ATTYADM2

ATTYADM3

#### **Pay Schedule**

NERE-023P

NERE-024P

NERE-025P