

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

ATTORNEY

JOB DESCRIPTION

Employees in this job complete a variety of professional, legal assignments on behalf of various state agencies whose legal interests are represented by the Department of Attorney General.

There are two classifications in this job.

Position Code Title - Attorney Staff-E

Attorney-Staff P15

This is the experienced level. The employee performs a full range of professional assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Attorney Senior-A

Attorney-Senior 16

This is the advanced level. The employee routinely performs sensitive and complex legal assignments that have significant impact on services or programs.

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.

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

Serves as a legal counsel to a state agency or as a legal counsel in an area of legal work involving several agencies.

Provides written legal advice to agencies after conducting appropriate legal research of relevant issues.

Prepares and/or responds to formal complaints and presents cases at hearings, in court and/or in administrative proceedings; presents written pleadings and briefs and oral arguments; and examines and cross-examines witnesses.

Defends state agencies and employees in civil lawsuits and/or administrative proceedings.

Appears before state and federal agencies and courts to represent the interests of the state, its departments, agencies, and officers and employees.

Prosecutes criminal actions on behalf of the People of the State of Michigan.

Prepares appellate pleadings and documents, and orally argues at the appellate level.

Brings court proceedings to enforce agency orders and represents the agency in court or administrative proceedings.

Conducts legal research to ascertain applicable statutes, rulings and precedents.

Drafts and/or reviews legal opinions of the Attorney General.

Participates in settlement negotiations with parties involved in legal actions with state agencies.

Advises agencies on the construction, implementation and enforcement of statutes and procedures.

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

Performs related work as assigned.

Additional Job Duties

Attorney-Senior 16

Performs research and analysis required for the solution of complex legal issues that have broad ramifications to the state, the public, or specific departmental operations.

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

Provides direction to staff Attorneys on methods, strategies and other aspects of conducting court litigation or administrative hearings.

Engages in complex settlement negotiations.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of fundamental subjects in 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 civil and criminal court rules and procedures.

Knowledge of the law required to practice in the assigned legal area.

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

Ability to communicate effectively, both verbally and in writing.

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

None

Physical Requirements

None

Education

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

Experience

Attorney-Staff P15

No specific type or amount is required.

Attorney-Senior 16

Four 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

ATTORNEY

Job Code Description

ATTORNEY

Position Title

Attorney Senior-A

Attorney Staff-E

Position Code

ATTORNYA

ATTORNYE

Pay Schedule

NERE-021P

NERE-280

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09/18/2012