

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**SENIOR EXECUTIVE ATTORNEY 21**

**JOB DESCRIPTION**

Employees in this job are part of the Senior Executive Service (SES) authorized and defined by Civil Service Commission Rule 4-6. Appointments are limited to a term not to exceed two years. Incumbents may be re-appointed to additional terms. Additional conditions of employment specific to the SES are addressed in the SES rule.

Employees in this job are responsible for the overall direction of multiple legal divisions that handle highly complex, varied, sensitive and difficult legal assignments involving civil, administrative or criminal litigation, or formal legal opinions, regulatory matters and financial or contractual transactions. Under executive direction, the employees enforce, develop, and implement departmental policies, procedures, and regulations related to or on behalf of the various state agencies whose legal interests are represented by the Department of Attorney General.

**Position Code Title - Senior Executive Attorney**

**Senior Executive Attorney 21**

The employee serves as a bureau director of several legal divisions and functions as a legal advisor to the Attorney General and 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.

Organizes and administers the operations of a bureau.

Formulates and establishes bureau policies and priorities.

Confers with the Attorney General, Deputy Attorney General, Solicitor General, and Chief Legal Counsel on matters relating to the department's mission, policy, and operation.

Directs the activities of bureau employees in the implementation of programs and policies.

Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of overall department policies and guidelines.

Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.

Selects and assigns staff, ensuring equal opportunity in hiring, promotion, and other employment practices; identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.

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

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

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 Deputy Attorney General.

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

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

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

Performs related work as assigned.

## **JOB QUALIFICATIONS**

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

Knowledge of constitutional law, administrative law, and other fields of law that affect state government agencies and functions. 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.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

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

**Experience**

**Senior Executive Attorney 21**

Six years of post bar admission legal experience including two years equivalent to an Attorney Administrator.

**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**

SENIORATT

**Job Code Description**

SENIOR EXECUTIVE ATTORNEY 21

**Position Title**

Senior Executive Attorney

**Position Code**

SENEXTT

**Pay Schedule**

NERE-116P

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12/13/2020