

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**ATTORNEY MANAGER**

**JOB DESCRIPTION**

Employees in this job function as a supervisor of Attorneys and other staff while performing legal services on behalf of the Attorney General.

There is one classification in this job.

**Position Code Title - Attorney Manager-2**

Attorney Manager 18

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

**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.

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.

Maintains ongoing contact with the Division supervisors on all significant matters within the division.

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.

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

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.

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 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, and reporting.

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

Knowledge of labor relations, fair employment practices, and equal employment opportunity.

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**

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

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

### **Experience**

Attorney Manager 18

Five 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**

ATTORMGR

**Job Code Description**

ATTORNEY MANAGER

**Position Title**

Attorney Manager-2

**Position Code**

ATTMGR2

**Pay Schedule**

NERE-079

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03/05/2023