

DESCRIPTION: Under direct supervision, provides basic professional legal services support to higher level agency attorneys in the research, administration, and enforcement of an agency's statutory authority and obligations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first level in the five level Attorney series (Attorney I, Attorney II, Attorney III, Agency Assistant Legal Counsel, and Agency Legal Counsel). Positions in this series provide legal services to agencies/clients, based on admission to the Nebraska Bar, with the level determined by factors such as difficulty of work assigned, and degree of decision-making authority and discretion exercised.

Positions classified to the Attorney I level primarily assist other more experienced attorneys to support the agencies legal requirements.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Confers with legal associates, agency staff, local government officials, plaintiffs, defendants, and other interested parties to exchange and prepare information on the facts and status of cases or on other legal or administrative issues.

Researches legal precedents, case reports, and other legal documents in accordance with supervisory instructions to collect information for case preparation and to facilitate the administration and enforcement requirements and needs of the agency.

Participates in the drafting of correspondence, motions, pleadings, findings of fact, conclusions of law, rules, orders, and other legal documents to provide legal assistance to other legal counsels or agency management.

Interprets and explains court decisions, administrative rules, and other legal statements to respond to inquiries from interested parties and to ensure adherence to them by agency staff.

Participates in the review of contracts in reference to statutory authority, legal form, general contract principles, and compliance with specific state and federal regulatory requirements.

Analyzes current and proposed legislation, State/agency policies, and procedural statements to assess their legal appropriateness and impact.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: the principles and practices of criminal and civil law administration; judicial procedures and rules of evidence; the principles and practices of legal research; the techniques of preparing drafts of legal documents and forms.

A31111 – ATTORNEY I (continued)

Ability to: prepare and communicate in person and by telephone, emails, technical analyses, and correspondence, the facts and arguments of a case to persuade others to accept the viewpoint presented; prepare preliminary summaries, legal analyses, findings and conclusions, briefs and other legal documents; summarize and exchange legal findings and conclusions; interact with legal associates, other government employees, the public, and representatives of parties involved in a case; formulate legal opinions and recommendations based on legal research and investigations; conduct legal research and investigations; identify critical elements of legal questions or issues; interpret and apply statutes, case laws, decisions of a court/administrative hearing, and administrative rules and policies.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Graduation from an accredited school of law and admission to the Nebraska Bar.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

In accordance with Section 7-101, Nebraska Revised, Reissued Statutes of 1943, incumbents in this class must be admitted to the Nebraska Bar.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).