

**DESCRIPTION:** Under administrative direction, supervises and manages a large number of Attorneys (15 or more) within a large state agency. Supervises assigned staff engaged in providing legal professional and support services and administers agency Attorney workflow. Performs senior administrative and/or professional legal services work for the agency; 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 fourth 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 in this class report to a discretionary Agency Legal Counsel position of a large, high profile State agency that consists of a wide scope of agency programs with complicated legal issues. Positions will supervise a large number (15 or more) of agency attorneys and is assigned duties which include, but are not limited to, directing and assigning work, mentoring, and training other attorneys. Positions are also expected to act on the behalf of the Agency Legal Counsel in his or her absence, and will be directly involved in the resolution and/or planning of major agency legal issues. Positions classified to the Agency Legal Counsel class are wholly responsible for all legal functions and staff of an agency.

**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.)

Delegates work to staff in appropriate areas and follows up to ensure work is properly performed.

Trains, guides, and mentors assigned legal staff in the policies and procedures of the agency legal services function to maintain and/or improve the performance level of employees through exposure to job knowledge and abilities necessary to perform the work in accordance with established performance standards.

Supervises and evaluates the work of agency Attorneys; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Directs legal research and case investigations to ensure information is collected for case preparation and to facilitate the administration and enforcement of agency statutory authority.

Confers with representatives of the judicial, legislative, and executive branches of State and/or county government to provide information on legal/program issues or activities and to obtain necessary support for agency priorities and goals.

Advises agency directors, and/or agency management and other government officials on questions of law or administrative policies regarding the operations of the agency.

Guides and participates in the drafting of legislation; evaluates current or pending legislation and makes recommendations regarding legislation.

G31114 – AGENCY ASSISTANT LEGAL COUNSEL (continued)

Develops and updates an agency's legal services policies and procedures, as directed.

Participates in senior level legal policy making within the agency.

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

Knowledge of: State and/or Federal statutory and case law and constitutional provisions pertinent to agency programs; the techniques of preparing or drafting legal documents and forms; judicial procedures and rules of evidence; the principles and practices of legal research; the procedures of trial and administrative hearings; the principles and practices of criminal and civil law administration; functional relationships and legal processes of the judicial, legislative, and administrative bodies in Nebraska.

Skill in: preparing summaries, legal analyses, findings and conclusions, briefs and other legal documents; negotiating and communicating with others sufficient to persuade their acceptance of contentious goals or viewpoints; supervising a large Attorney staff; prioritizing work; analyzing and interpreting various factors, perspectives, and options and applying critical thinking to resolve issues.

Ability to: facilitate solutions between multiple parties, prepare and communicate in person and by telephone, emails, summaries, and correspondence, the facts and arguments of a case; interact with legal associates, other governmental 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 and select appropriate courses of action; prepare and examine drafts of legal documents and forms; interpret and apply statutes, case law, decisions of judicial and administrative hearings, and administrative rules and policies; assign and evaluate work of assigned staff.

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

Five years of experience as an attorney practicing law and providing legal services such as preparing and typing cases, advising clients, and/or interpreting laws and/or administrative policies, including experience supervising other attorneys.

**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).