

LEGAL

Broad Occupational Category - 31

DUTIES AND RESPONSIBILITIES

- *Conduct legal research using statutes, case law, regulations, and precedents*
- *Analyze proposed and existing legislation for legal impact*
- *Evaluate legal risks and compliance implications*
- *Draft agency rules, regulations, and policy statements*
- *Prepare contracts, agreements, and amendments*
- *Interpret statutes, administrative rules, and court decisions*
- *Provide legal opinions and recommendations to agency staff, including legal memoranda summarizing research findings.*
- *Represent the agency in administrative hearings*
- *Review legal documents for accuracy and compliance*
- *Advise agency leadership on statutory authority and limitations*
- *Draft pleadings, motions, briefs, affidavits, and subpoenas*
- *Establish legal policies and procedures for the agency*
- *Prepare findings of fact, conclusions of law, administrative orders, and/or discovery materials.*
- *Plan, organize, and prioritize legal workloads*
- *Analyze legal authorities to determine applicability to agency actions*

NEBRASKA

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COMPETENCIES

- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Written Communications:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- **Conflict Management:** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Timely Decision Making:** Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.
- **Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

- **Negotiating:** Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- **Strategic Agility:** Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
- **Dealing With Ambiguity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- **Time Management:** Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
- **Functional/Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Organizing:** Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- **Organizational Agility:** Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.

SMART Goal Prompting Questions

Conduct legal research using statutes, case law, regulations, and precedents

- What steps could you take to improve the efficiency, thoroughness, accuracy, or organization of legal research?
- How will you measure success, such as reducing research time, improving the completeness of supporting authorities, or reducing the need for additional research?
- What legal research tools, databases, reference systems, or research methods could strengthen your work?
- How does thorough and accurate legal research support sound agency decisions and reduce legal risk?
- By what date or legal research cycle will you aim to improve a specific research practice?

Analyze proposed and existing legislation for legal impact

- What strategies could you use to improve the identification and analysis of how proposed or existing legislation could affect agency operations?
- How will you measure success, such as completing legislative reviews by established deadlines, identifying potential impacts earlier, or improving the usefulness of recommendations?
- What tracking tools, legislative monitoring processes, stakeholder input, or analysis frameworks could strengthen your reviews?
- How does timely legislative analysis help the agency prepare for changes and maintain legal compliance?
- By what date or legislative session will you aim to improve a specific legislative-review process?

Evaluate legal risks and compliance implications

- What actions could you take to improve the identification, evaluation, and communication of legal risks associated with agency activities?
- How will you measure success, such as identifying risks earlier, reducing compliance issues, or increasing the number of high-risk matters addressed proactively?
- What risk-assessment tools, review processes, legal resources, or consultation practices could strengthen your analysis?
- How does proactive legal-risk management support informed decision-making and protect the agency?
- By what date or review cycle will you aim to implement or improve a specific legal-risk process?

Draft agency rules, regulations, and policy statements

- What steps could you take to improve the clarity, accuracy, consistency, or efficiency of drafting agency rules, regulations, and policy statements?
- How will you measure success, such as reducing revisions, shortening development timelines, improving stakeholder understanding, or meeting required deadlines?
- What drafting templates, review procedures, stakeholder consultation, or legal resources could strengthen the process?
- How do well-drafted rules and policies support consistent administration and legal compliance?
- By what date or rulemaking cycle will you aim to improve a specific drafting or review process?

Prepare contracts, agreements, and amendments

- What strategies could you use to improve the accuracy, clarity, completeness, and efficiency of contract development and review?
- How will you measure success, such as reducing contract revisions, shortening review timelines, identifying issues earlier, or reducing disputes?
- What templates, standard clauses, review checklists, or collaboration practices could strengthen contract preparation?
- How do well-developed contracts and agreements protect agency interests and clarify responsibilities?
- By what date or contract cycle will you aim to improve a specific contract-development process?

Interpret statutes, administrative rules, and court decisions

- What actions could you take to improve the accuracy and consistency of interpreting statutes, administrative rules, and court decisions?
- How will you measure success, such as reducing requests for clarification, improving the timeliness of legal guidance, or increasing consistency in agency application?
- What legal resources, research methods, case-tracking tools, or peer-review practices could strengthen legal interpretation?
- How does accurate interpretation support lawful and consistent agency operations?
- By what date or review cycle will you aim to strengthen a specific legal interpretation practice?

Provide legal opinions and recommendations to agency staff, including legal memoranda summarizing research findings

- What steps could you take to improve the clarity, timeliness, usefulness, and accessibility of legal opinions and memoranda?
- How will you measure success, such as reducing turnaround times, minimizing follow-up questions, or improving staff understanding of legal recommendations?
- What templates, communication practices, research summaries, or knowledge-management tools could strengthen legal guidance?
- How does clear legal advice help agency staff make informed and legally sound decisions?
- By what date or legal-advice cycle will you aim to improve a specific aspect of legal guidance?

Represent the agency in administrative hearings

- What strategies could you use to improve preparation, organization, presentation, and effectiveness when representing the agency in administrative hearings?
- How will you measure success, such as meeting preparation deadlines, improving case organization, reducing procedural issues, or achieving desired legal outcomes?
- What case-management systems, preparation checklists, legal research, or hearing-preparation practices could strengthen representation?
- How does effective representation protect agency interests and support fair administrative proceedings?
- By what date or hearing cycle will you aim to improve a specific aspect of hearing preparation or representation?

Review legal documents for accuracy and compliance

- What actions could you take to improve the accuracy, consistency, completeness, and efficiency of legal-document reviews?
- How will you measure success, such as reducing errors, identifying compliance issues earlier, or decreasing the number of documents requiring additional revisions?
- What review checklists, templates, peer reviews, or document-management tools could strengthen quality control?
- How does thorough document review reduce legal risk and support consistent agency practices?
- By what date or review cycle will you aim to improve a specific document-review process?

Advise agency leadership on statutory authority and limitations

- What steps could you take to improve the timeliness, clarity, and usefulness of legal advice provided to agency leadership?
- How will you measure success, such as reducing response times, improving leadership understanding of legal limitations, or identifying statutory issues earlier in decision-making?
- What briefing formats, legal research tools, decision frameworks, or consultation practices could strengthen advice to leadership?
- How does clear guidance regarding statutory authority help leadership make legally defensible decisions?
- By what date or leadership-planning cycle will you aim to improve a specific legal-advisory practice?

Draft pleadings, motions, briefs, affidavits, and subpoenas

- What strategies could you use to improve the accuracy, clarity, organization, and timeliness of legal pleadings and related documents?
- How will you measure success, such as reducing revisions, meeting filing deadlines, improving document quality, or reducing procedural deficiencies?
- What templates, research practices, document-review processes, or case-management tools could strengthen drafting?
- How does high-quality legal drafting support effective advocacy and agency representation?
- By what date or case cycle will you aim to improve a specific legal-drafting practice?

Establish legal policies and procedures for the agency

- What actions could you take to improve the clarity, consistency, accessibility, and effectiveness of agency legal policies and procedures?
- How will you measure success, such as reducing policy-related questions, increasing staff compliance, or completing scheduled policy reviews on time?
- What policy templates, review schedules, training, stakeholder feedback, or implementation tools could strengthen agency legal procedures?
- How do clear legal policies and procedures help staff understand their responsibilities and reduce organizational risk?
- By what date or policy-review cycle will you aim to implement or improve a specific legal policy or procedure?

Prepare findings of fact, conclusions of law, administrative orders, and/or discovery materials

- What steps could you take to improve the accuracy, organization, completeness, and timeliness of these legal and administrative materials?

- How will you measure success, such as reducing revisions, meeting procedural deadlines, improving organization of evidence, or reducing errors?
- What templates, case-management systems, quality-control reviews, or research methods could strengthen preparation?
- How does accurate preparation of these materials support fair, defensible, and legally sound administrative proceedings?
- By what date or case cycle will you aim to improve a specific preparation or review process?

Plan, organize, and prioritize legal workloads

- What strategies could you use to better prioritize competing legal assignments, deadlines, urgent matters, and long-term projects?
- How will you measure success, such as meeting more deadlines, reducing backlogs, improving turnaround times, or increasing visibility into workload status?
- What calendars, case-management tools, workload tracking systems, prioritization methods, or delegation practices could improve workload management?
- How does effective workload planning support timely legal services and reduce organizational risk?
- By what date or workload cycle will you aim to implement and evaluate a specific improvement?

Analyze legal authorities to determine applicability to agency actions

- What actions could you take to improve the accuracy and efficiency of determining which legal authorities apply to specific agency actions?
- How will you measure success, such as reducing research time, improving consistency of legal conclusions, or identifying applicable authorities earlier in the decision-making process?
- What research frameworks, legal databases, precedent-tracking systems, or peer-review practices could strengthen this analysis?
- How does accurately determining applicable legal authority support legally defensible agency actions?
- By what date or legal review cycle will you aim to improve a specific process for evaluating legal authority?