

## STAFF ATTORNEY 1

### TYPE AND LEVEL OF WORK

This class is the first of three classes performing professional level legal work for an agency. Under general supervision, applies specialized knowledge of law to complete agency legal work, including litigation, rulemaking, legal advice, legal consultation on policy and program direction, and other legal functions.

Incumbents in this class have the latitude to determine how to complete work and set priorities to meet short-term legal objectives.

### DISTINGUISHING CHARACTERISTICS

Allocation to classes within the Staff Attorney series are distinguished by the ability to perform the following:

- Ability to claim privilege over communications and advice.
- Ability to bind agency and legal documents, such as settlement agreements in judicial proceedings.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned. These examples are provided to help distinguish work among classes in the series. See Class Spec Guidebook for comprehensive information.)

Provide an opinion on the meaning of language in a state statute that may affect a significant portion of the population and/or involve significant amounts of money using knowledge of legislative history and agency policy and positions.

Represent agency positions in Department litigation, contested case hearings, and conciliation court as delegated by the Commissioner and the Attorney General's Office.

Determine when new processes must be developed to promote consistent legal interpretation and practice within the agency and provide a recommended practice for review and implementation by senior legal leadership.

Identify and draft needed legislation based on case law, agency practice, and statute on behalf of the agency. Respond to stakeholder questions and provide alternatives based on feedback.

Provide analysis of changes to law and determine impact to agency practice and interpretation. Identify additional changes that must be made as a result of these changes.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

One or more areas of law that can be applied to agency programs and practices.

Legal research methodology and strategies to develop recommendations, opinions, and legal analysis in support of agency goals and objectives.

Skill in:

Educating agency staff, leadership, legislators, and the public on agency laws, rules, and programs.

Ability to:

Analyze multiple sources of information, including laws, regulations, policies, case law, and agency positions to recommend a course of action.

Identify legal risks and policy implications when providing legal advice to agency stakeholders.

LEGAL OR LICENSURE REQUIREMENTS

(These must be met by all employees prior to attaining permanent status in the class.)

Juris Doctorate and Licensed to practice law in the State of Minnesota.

Est.: 2022

Rev.:

TC:

Former Title(s):