

STAFF ATTORNEY SUPERVISOR

TYPE AND LEVEL OF WORK

This is a supervisory classification performing direct oversight and coordination of legal work for an agency. Under administrative direction, applies deep knowledge in specialized areas law to address novel legal issues requiring consideration of alternatives and impact of potential actions.

Incumbents in this classification may encounter issues that require integration of legal issues and areas of specialization. The employees supervised by this position are licensed attorneys performing complex legal research, analysis, and advice.

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.

Positions at the Staff Attorney Supervisor level oversee the work of multiple attorneys who are performing complex legal work for the agency. Incumbents provide assistance to staff when they face novel, difficult, or potentially wide impacting legal issues.

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.)

Advise executive leadership on high level legal issues and risks. Serve as a liaison between these executive leaders and other aspects of the agency and non-agency individuals and groups.

Provide review of advice provided by subordinate staff when needed, advise them on historical practices within the office, and partner with them on communications to agency leadership when necessary.

Provide, and oversee other attorneys' provision of, legal analysis and practical guidance on the laws, rules, and policies governing agency programs and practices.

Develop, implement, and operate agency legal programs to ensure compliance with applicable laws. Maintain continuing knowledge of relevant state and federal statutes, regulations, and case law in order to address the agency's legal risks effectively, and to promote and protect business and legal interests.

Manage workflow for staff attorneys; assign deadlines based on priorities and workload; communicate with other units within the agency to assess priorities; review and edit work product of staff attorneys; establish effective processes for legal unit; train and develop staff attorneys.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Rules and statutes that apply to individual situations in order to provide analysis to executive decision-makers.

Skill in:

Communication sufficient to represent the agency in complex legal matters internally and externally that require understanding of multiple legal disciplines.

Ability to:

Draft orders that involve blending the writing of multiple authors and revising material to clearly present the Commission's position and directives.

Collaboratively plan, coordinate work with others in the division, implement and monitor progress, and ensure that goals and objectives are met.

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):