

ATTORNEY 3

KIND OF WORK

Professional legal work supervising other Attorney Series positions.

NATURE AND PURPOSE

Under general direction, provides professional legal services and legal protection against lawsuits opposed to the interests of the state, and prosecutorial assistance to enforce regulations or laws. Represents the state in legal matters that result from day to day operation of the business of the state. Performs related work as required.

This job class differs from Attorney 1 and Attorney 2 because the Attorney 3 supervises other professional legal staff, including Attorneys 1 and/or 2.

(The level of a particular position in a classification series is based on a combination of factors not always present in class specifications. Among these factors are the degree of autonomy or authority, the role and scope of the position in the overall program/operation and the position's relationship to others in a unit, department and/or state service as a whole.)

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Analyzes legal services requested by an agency where there has been some delegation, formal or informal, of the Attorney General's authority. New agreement should be drafted.

Establishes a review process for consultant Selection Procedures and verify their use within the Department.

Drafts legislation so that changes to proposed laws are technically correct, constitutional and not ambiguous.

\*\*Advises client concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.

\*\*Examines legal data to determine advisability of defending or prosecuting lawsuit.

\*\*Evaluates findings and develops strategy and arguments in preparation for presentation of case.

\*\*Studies Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies.

\*\*Interprets laws, rulings, and regulations for individuals in government agencies.

\*\*Prepares and files legal briefs. Prepares opinions on legal issues.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Technical Competencies:

Knowledge of assigned duties requiring licensure to practice law.

Knowledge of statute and delegation from the Attorney General.

\*Legal Transactions-Provides extensive technical advice on legal options when issues arise. Incorporates knowledge of legal restrictions associated with different agency programs. Directs the resolution of specific legal issues and closure of an open proposal/project.

\*Training-Evaluates training effectiveness. Partners with external colleagues to provide new, unique and comprehensive formal training. Seeks and secures funds to provide an identified training need.

\*\*Law and Public Safety-Knowledge of regulations and methods for maintaining people and property free from danger, injury, or damage; the rules of public conduct established and enforced by legislation, and the political process establishing such rules.

\*\*Law, Government and Jurisprudence-Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

\*\*Reading Comprehension-Understanding written sentences and paragraphs in work-related documents.

Work Management Competencies:

Ability to direct and coordinate legal projects sufficient to determine allocation of work, monitor production and performance, and accomplish the legal project's goals.

\*Concern for Productivity-Guides and enables the performance of a group of employees/individuals dedicated to an ongoing business activity or function. Sets group goals based on broad policy directions. Delegates and evaluates the work of others. Tracks performance of individual group members. Using available knowledge of the Agency's strategic direction, technologies, disciplines, operations and capabilities, proposes concrete objectives and plans to support the achievement of these goals.

\*Concern for Quality-Develops large process changes that impact multiple work units and/or program divisions. Identifies and facilitates changes to existing organizational policies, practices or systems that may compromise the achievement of the Agency mission. Develops leading edge Agency systems or processes that are new to the industry.

\*Analysis, Problem-Solving and Decision-Making-Operates from a strategic perspective when addressing problems. Considers the long-range implications of decisions and actions beyond own functional area. Considers future opportunities and requirements. Understands the implications and actions needed to move the organization forward. Serves as the expert resource to others in resolving complex problems. Influences overall organizational direction and strategy through one's recommendations. Considers the social and political ramifications of problems on the Agency as a whole.

\*\*Judgment and Decision Making-Weighing the relative costs and benefits of a potential action.

\*\*Reasoning/Decision Making-Decisions are made and problems solved in performing this job.

#### Interpersonal Competencies:

Ability to supervise others, provides legal direction and support to agencies. Must have an understanding of contract law and considerable knowledge of the federal and state statutes and regulations that pertain to contracting.

\*Communication for Results-Leads conflict resolution or negotiation processes with external entities. Facilitates consensus. Confronts and develops agreements around a variety of issues and needs. Represents the Agency's position at the national level. Communicates and/or negotiates best solutions for all parties.

\*Customer Focus-Represents the Agency as technical expert or consultant to customer organizations or communities. Demonstrates an in-depth understanding, strong sensitivity and ongoing commitment to unique populations with legal needs.

\*Collaborative Partnerships and Networking-Manages difficult collaborations and balances conflicting interests. Finds innovative ways to "partner" with different organizations to pursue major or strategic initiatives or to address the needs of unique populations. Develops new partnerships with legal and legal related industries.

\*People, Work Group and Team Skills-Mentors and coaches co-workers on an on-going basis. Provides feedback to individual team members regarding their work performance. Sets a good example. Motivates and inspires individuals to form a team that is invested in long-term success. Challenges them to go beyond the norms and do their best work. Facilitates continuous team learning from successes and failures.

\*Personal Effectiveness-Takes risks and ventures outside traditional boundaries. Considers every experience a developmental opportunity.

\*\*Persuade Someone to a Course of Action-Persuade someone to a course of action (informally) or influence others to buy something (to sell).

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

Licensed to practice law in the State of Minnesota.

The Department of Employee Relations recommends attorney positions for approval and delegation by the Office of Attorney General.

\* From PROGRES Housing Program/Policy Professional Job Track

\*\* From O\*NET Dictionary of Occupational Titles, 1998

Est.: 4/40  
Rev.: 9/90, 2/00

T.C.:  
Former Title(s):