STAFF ATTORNEY 2

TYPE AND LEVEL OF WORK

This class is the second of three classes performing professional level legal work for an agency. Under limited supervision, applies deep knowledge in specialized areas 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 encounter differing legal scenarios that require analysis, application of judgment, and often require the development of new solutions to resolve issues. Positions in this classification determine how and when results are achieved using legal expertise and interpretation.

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 2 level are expected to apply deep and technical knowledge of areas of law, drawing on extensive experience to develop alternatives and solutions. Incumbents focus more heavily on providing legal advice and representing the agency in legal capacities rather than providing legal interpretation and analysis.

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.)

Drafts findings of fact, conclusions and orders for record to support department's decisions.

Navigates complex, competing statutory requirements, which may include legal requirements, authority, and provisions managed by multiple agencies, such as bonding requirements, leasing constraints, and leasing authority.

Negotiates and drafts complex legal documents that require specialized knowledge and application of multiple areas of law, such as lease documents, contracts, grants, and permits that contain numerous special provisions to address risks and complex inter-agency issues.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Deep knowledge of multiple areas of law that can be applied to agency programs and practices through the application of complex legal principles and precedent.

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.

<u>LEGAL OR LICENSURE REQUIREMENTS</u>
(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   TC:
Rev.:   Former Title(s):