

### STAFF ATTORNEY 3

#### TYPE AND LEVEL OF WORK

This class is the third of three classes performing professional level legal work for an agency. Under limited supervision, 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. At this level, attorneys function as the agency expert in multiple areas of practice and are responsible for regularly providing direct advice to agency leadership on recommended courses

#### 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 3 level draw on a deep and thorough knowledge of several areas of law that may require consideration of the interaction between different areas of legal practice to solve complex and unique issues that have not been encountered before. Incumbents are expected to advise routinely on issues with broader impacts that must be considered when developing recommendations and alternatives.

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.)

Develop litigation strategy and legal theory for assigned cases.

Coordinate information and legal strategy between agency business units regarding potential activity warranting administrative action.

Advise the Commissioner and/or Assistant and Deputy Commissioners regarding legal issues that impact multiple business units and/or regulatory schemes.

Draft findings of fact, legal orders, memoranda, orders, and other legal documents on complex issues related to real estate, environmental impact, financial products, insurance and other agency programs for external stakeholders, which may include opposing counsel, regulated entities, and other entities.

Serve as the lead attorney drafting settlement documents involving highly publicized violations and noncompliance and significant funds.

Assist management and staff in conducting risk analysis for legal issues, evaluate approaches, and develop options for resolving legal issues facing the agency.

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:

Identify common ground for parties with competing interests and forge consensus.

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):