

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Attorney 1		Class Code: 001VA1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date: 10-6-14
	Summary Incumbent serves as the legal counsel for an agency or large department of an agency.		

Duties:

- Researches and interprets law, promulgated rules and legal opinions pertaining to agency operations;
- Investigates legality of agency actions and validity of public complaints;
- Prepares administrative orders;
- Drafts proposed legislation and develops new administrative regulations;
- Attends legislative committee meetings;
- Prepares legal briefs and opinions;
- Summarizes new legislation and determines its impact upon the agency's programs;
- Advises agency or department heads on legal matters;
- Investigates possible cases of fraud or legal violation;
- Prepares cases for presentation to local (county) prosecutors for prosecution;
- Attempts to negotiate settlement or compliance with offending individuals or organizations prior to formal prosecution;
- May work with Attorney General's office in representing the agency or department in court cases;
- Performs related duties as required.

Job Requirements:

- Must be a licensed attorney;
- Thorough knowledge of federal, state and local law, procedures and precedents pertaining to the agency function and purpose;
- Considerable knowledge of legal resources and legal research procedures;
- Effectively communicate, both orally and in writing;
- Working knowledge of federal, state and local law, procedures and precedents;
- Ability to research and evaluate legal precedents;
- Ability to analyze complex problems;
- Ability to tactfully deal with a wide variety of administration and officials to resolve disputed problems.

Difficulty of Work:

Incumbent is required to apply laws, court decisions, precedents and administrative rules that are often unclear or ambiguous in nature to problems that are frequently broad in scope, complex in nature and new in character.

Responsibility:

Incumbent makes major contributions to the agency or department to review proposed legislation, plus proposing and drafting enabling legislation necessary for the accomplishment of the agency.

Personal Work Relationships:

Incumbent works with agency staff, public, other agency heads, elected officials and legislators to render service and advice on decisions of high impact in controversial situations.