

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Attorney E6		Class Code: 00EOA6
	FLSA Status: Exempt	Salary Schedule: ESM	Effective Date:
	Summary Incumbent is responsible for rendering legal advice and services to an agency or large department of an agency.		

Duties:

- Researches and interprets law, promulgated regulations and legal opinions pertaining to agency operations;
- May serve as an intermediate level reviewer for the legal division's written documents;
- Investigates legality of agency actions and validity of public complaints;
- Prepares administrative orders;
- Drafts proposed legislation and develops new administrative regulations;
- Attends legislative committee meeting;
- Prepares legal briefs and opinions;
- Summarizes new legislation and determines its impact upon the agency's programs;
- Advises agency or department head on legal problems;
- 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;
- Generate appropriate pleadings, motions and discovery, and responses;
- Delegate to and provide support for any legal support staff;
- Works with Attorney General's office in representing the agency or department in court cases;
- Performs related duties as required.

Job Requirements:

- Admission to the Indiana State Bar;
- Strong legal research, writing and litigation skills;
- Experience in conducting all aspects of legal research;
- Thorough knowledge of public administration;
- Extensive knowledge of Indiana State Government structure and responsibilities;
- Establishes program goals, priorities and methodology;
- Extensive knowledge of the organization of the agency and of state and federal agencies dealing with the programs;
- Extensive knowledge of and ability to apply principles of management;
- Ability to supervise, counsel, motivate and train lower level attorneys;
- Thorough knowledge of federal, state and local law, procedures and precedents pertaining to the agency function and purpose;
- Working knowledge of federal, state and local law, procedures and precedents;
- Ability to analyze complex problems;
- Ability to tactfully deal with a wide variety of administration and officials to resolve disputed problems.
- Ability to communicate effectively, both orally and in writing

Difficulty of Work:

Incumbent is required to apply laws, court decisions, precedents and administrative rules that are often contradictory in nature to problems that are frequently complex and require study and consideration of overall impact.

Responsibility:

Incumbent makes significant contributions to the agency or department regarding policy, major objectives, and program practices. Incumbent also makes general change recommendations to existing legislation, plus proposing and drafting legislation necessary for the accomplishment of the agency or department change. Recommendations are reviewed for overall accomplishment and impact upon the agency.

Personal Work Relationships:

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