

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Attorney E7		<b>Class Code:</b> 00EOA7
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> ESM	<b>Effective Date:</b>
	<b>Summary</b> Incumbent is responsible for rendering legal advice and services to an agency or large department of an agency.		

**Duties:**

- Advises agency staff on various program and legal areas as assigned;
- Drafts and reviews contracts and correspondence;
- Serves as a liaison to the Attorney General on litigation and tort claims matters;
- Drafts and reviews legislation and administrative rules;
- Performs legal research and writing assignments;
- Provides general legal support for Office of General Counsel;
- Oversees contract process for local office attorneys;
- Conducts legal trainings for lower level attorneys and others as requested;
- Litigates cases in State Courts representing the agency;
- Handles administrative matters and hearings as assigned;
- Organizes and manages caseload in preparation of hearings and/or litigation;
- Generates appropriate pleadings, motions and discovery, and responses;
- Delegates to and provides support for any legal support staff;
- Drafts appeals and appellate briefs;
- May be required to participate in committees, groups or teams such as screen out committees;
- May be required to serve as local counsel for the Indiana Office of Attorney General on assigned cases;
- Performs other duties as assigned.

**Job Requirements:**

- Doctorate of Jurisprudence;
- Indiana Bar Admission; license in good standing;
- Strong legal research, writing and litigation skills;
- Ability to communicate effectively, both orally and in writing;
- Demonstrated knowledge and ability to apply relevant statutes, case law and rules.

**Difficulty of Work:**

Incumbent is required to apply laws, court decisions, precedents and administrative rules that are often ambiguous. Judgment is needed to make decisions or significant compromises.

**Responsibility:**

Incumbent makes major contributions to the agency or department regarding policy, major objectives, and program practices. Decisions and recommendations are reviewed for attainment of objectives and compliance with agency policy.

**Personal Work Relationships:**

The incumbent works with all levels staff – e.g. legal division, central office, and local office staff. External contracts include court staff, service providers, and the general public.