

## Attorney (Staff Counsel)

### *Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results*

1	Skill to express facts, ideas, and legal arguments in succinct, organized, and accurate reports, correspondence or other job related documents (e.g., legal opinions and arguments, statutory proposals, proposed regulations, requests for discovery, responses to discovery requests, position papers, correspondence, etc.).
2	Knowledge of how to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in predicting the legal outcome.
3	Skill to communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration their needs and using tone, vocabulary, format, and grammar appropriate to the circumstance.
4	Ability to analyze information and detect potential logical, legal, and/or factual flaws in arguments or assumptions.
5	Ability to effectively analyze and respond to legal arguments.
6	Ability to read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law, etc.)
7	Ability to orally communicate information effectively, convincingly, and accurately.
8	Ability to treat others with respect, courtesy, and tact to enhance communication.
9	Ability to effectively communicate in writing through the use of appropriate grammar, spelling, vocabulary, punctuation, sentence and paragraph structure required to complete assigned projects.
10	Skills to properly identify the nature of legal issues, generate alternatives, and implement solutions and approaches that successfully address the issues.
11	Ability to work independently without constant contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting deadlines.
12	Ability to identify legal issues, propose alternatives and implement solutions.
13	Knowledge of the principles and practices for properly conducting legal research, such as ensuring law is current (i.e., "Shepardizing") and checking for recent amendments to statutes.
14	Ability to prepare clear and effective persuasive legal documents (e.g., briefs, motions, pleadings).

15	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, and free of errors.
16	Ability to effectively perform job tasks during stressful working conditions (e.g., tight deadlines, heavy workload, etc.).
17	Ability to successfully complete multiple projects simultaneously within appropriate time frames while maintaining a high level of work performance.
18	Ability to prepare clear and effective technical and analytical legal documents (e.g., contracts, stipulations, memoranda, determination letters, regulations, etc.)
19	Ability to identify and prioritize critical issues to effectively resolve the question or matter.
20	Ability to maintain a neutral, unbiased stance when evaluating legal matters and make recommendations without allowing personal views to improperly interfere.
21	Ability to produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.
22	Ability to use computers to create documents, conduct research, and communicate with others.
23	Ability to assimilate and prioritize large amounts of information in order to formulate conclusions and connect that information to one's existing knowledge and concepts.
24	Ability to interact with and relate effectively to individuals at all levels of an organization.
25	Ability to be flexible and handle unexpected developments such as administrative obstacles and external events that impact current work assignments.
26	Ability to summarize relevant facts in order to capture the key points and implications.
27	Knowledge of available research sources, both printed and electronic, to complete legal research, including what types of material they contain, where they are located, and their breadth, depth; and relative strengths and weaknesses (e.g., primary legal texts, secondary legal texts, and electronic databases).
28	Skill to listen to others to facilitate an open exchange of ideas and provide for effective communication.
29	Ability to edit written documents for accuracy and effectiveness.
30	Ability to address necessary details in order to perform work in an accurate, complete and thorough manner.
31	Ability to work quickly in order to complete "rush" or urgent projects without prior notice and with a quick turnaround.
32	Ability to reason, research, investigate and plan the development of a project, case or matter.

33	Ability to accept constructive criticism regarding work products and practices in order to continually improve work performance.
34	Knowledge of professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
35	Skill to make efficient use of one's time.
36	Ability to efficiently locate relevant or useful information from a large volume of documents.
37	Skill to be pro-active, to identify potential legal issues and adapt solution strategies that prevent problems from occurring.
38	Ability to handle changes in deadlines, assignments, and clients changing their minds.
39	Ability to effectively orally communicate legal principles, facts, and position(s) to various audiences and forums.
40	Ability to quickly integrate new issues and information with existing knowledge to formulate conclusions.
41	Skill to read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
42	Knowledge of the general principles of jurisprudence such as statutory construction and stare decisis.
43	Skill to professionally communicate one's views and opinions on work issues even when they may be different from those expressed by co-workers.
44	Skill to negotiate settlements on behalf of the Department.
45	Ability to present cases before State and Federal Courts, and administrative agencies.
46	Knowledge of substantive areas of law that apply to public entities (e.g, Due Process, Privacy, record disclosure laws).
47	Ability to develop innovative solutions and strategies for work tasks.
48	Skill to determine the appropriate amount of time to complete research/investigation.
49	Knowledge of trial and hearing procedures and rules of evidence in order to formulate and effectively apply legal strategy and advise the agency representatives and/or clients on legal options.
50	Skill to communicate effectively with individuals who are reluctant, afraid, and/or anxious, and whose input and/or participation may be needed to complete a work assignment (e.g., eye witnesses).
51	Skill to develop pleadings and respond to discovery requests.
52	Ability to evaluate the strengths and weaknesses of an individual during an interview or deposition in order to evaluate their potential contribution to the case (e.g., as a witness, consultant, source of information).

53	Knowledge of state and federal rules of evidence to effectively investigate and manage the case and ensure the admissibility of the evidence and/or assert appropriate privileges.
54	Ability to perform basic mathematical computations.