

Staff Counsel IV HR Modernization

KSA Statements

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).

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.

Knowledge of professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.

Knowledge of proper citation formats to identify relevant authority.

Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, and free of errors.

Skill to communicate with individuals who are reluctant, afraid, anxious and/or uncooperative, and whose input and/or participation may be needed to complete a work assignment.

Skill to listen to others to facilitate an open exchange of ideas and provide for effective communication.

Skill to professionally communicate one's views and opinions on work issues even when they may be different from those expressed by others.

Ability to address necessary details in order to perform work in an accurate, complete and thorough manner.

Ability to analyze and respond to legal arguments.

Ability to analyze information to detect potential logical, legal, and/or factual flaws in arguments or assumptions.

Ability to apply professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.

Ability to apply the principles and practices of properly conducting legal research, such as ensuring law is current (e.g., "Shepardizing") and checking for recent amendments to statutes.

Ability to assimilate and prioritize large amounts of information and connect that information to one's existing knowledge-base in order to formulate theories and conclusions.

Ability to be flexible and handle unexpected developments such as administrative obstacles and external events that impact current work assignments.

Ability 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.

Ability to determine the appropriate amount of time to complete research/investigation.

Ability to develop innovative solutions and strategies for work tasks.

Ability to edit written documents for accuracy and effectiveness.

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 or matter (e.g., as a witness, consultant, source of information).

Ability to exercise sound judgment in decision making.

Ability 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.).

Ability to generate and implement solutions to successfully address the issues in assigned matters.

Ability to handle changes in deadlines, assignments, and clients changing their minds.

Ability to identify and apply relevant substantive areas of law that apply to public entities (e.g., due process, privacy, record disclosure laws).

Ability to identify and prioritize critical issues to effectively allocate resources to resolve the question or matter.

Ability to independently prepare clear and effective persuasive legal documents (e.g., briefs, motions, pleadings).

Ability to independently prepare clear and effective technical and analytical legal documents (e.g., contracts, settlements, stipulations, memoranda, determination letters, regulations, etc.)

Ability to independently produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.

Ability to interact with and relate effectively to individuals at all levels of an organization.

Ability to interview individuals (e.g., potential witnesses, experts) to ascertain relevant factual information.

Ability to lead and/or manage complex and sensitive cases or matters.

Ability to locate relevant or useful information from a large volume of documents.

Ability to maintain confidentiality and exercise discretion in the dissemination of information.

Ability to negotiate legal issues (e.g., settlements, admissibility of evidence) on behalf of the client and/or agency.

Ability to orally communicate information effectively, convincingly, and accurately.

Ability to orally communicate legal principles, facts, and position(s) to various audiences and forums.

Ability to plan the development of a project, case or matter.

Ability to present cases before State and Federal Courts, and administrative agencies or forums.

Ability to properly identify legal and procedural issues in assigned matters.

Ability to quickly integrate new issues and information with existing knowledge to formulate conclusions.

Ability to read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.

Ability to read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law).

Ability to review and/or finalize work products produced by clients, para-professionals, and/or other attorneys.

Ability to successfully assist with or complete multiple projects within appropriate time frames while maintaining a high level of work performance.

Ability to summarize relevant facts in order to capture the key points and implications.

Ability to treat others with respect, courtesy, and tact.

Ability to use computers to create documents, conduct research, and communicate appropriately with others.

Ability to work collaboratively with others in a team environment.

Ability to work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting deadlines.

Ability to work on complex and sensitive cases and matters.