

Knowledge and Abilities
Attorney I (Staff Counsel)

Knowledge of:

1. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, and free of errors.
2. 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).
3. 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.
4. 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.
5. 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.
6. Professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
7. Substantive areas of law that apply to public entities (e.g, Due Process, Privacy, record disclosure laws).
8. The general principles of jurisprudence such as statutory construction and stare decisis.

Ability to:

1. 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.
2. Prepare clear and effective persuasive legal documents (e.g., briefs, motions, pleadings).
3. Prepare clear and effective technical and analytical legal documents (e.g., contracts, stipulations, memoranda, determination letters, regulations).
4. Produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.
5. Effectively communicate in writing through the use of appropriate grammar, spelling, vocabulary, punctuation, and sentence and paragraph structure required to complete assigned projects.
6. Edit written documents for accuracy and effectiveness.
7. Properly identify the nature of legal issues, generate alternatives, and implement solutions and approaches that successfully address the issues.
8. Determine the appropriate amount of time to complete research/investigation.
9. Effectively analyze and respond to legal arguments.
10. Analyze information and detect potential logical, legal, and/or factual flaws in arguments or assumptions.
11. Reason, research, investigate, and plan the development of a project, case or matter.

12. 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).
13. Identify and prioritize critical issues to effectively resolve the question or matter.
14. Identify legal issues, propose alternatives and implement solutions.
15. Read and comprehend a variety of difficult materials such as local, state, and federal law; critical analyses; dissertations; position papers; technical treatises, etc.
16. Read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law).
17. Negotiate settlements on behalf of the Department.
18. Orally communicate information effectively, convincingly, and accurately.
19. Present cases before State and Federal Courts, and administrative agencies.
20. Effectively orally communicate legal principles, facts, and position(s) to various audiences and forums.
21. 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).
22. Successfully complete multiple projects simultaneously within appropriate time frames while maintaining a high level of work performance.