

Attorney IV (Staff Counsel IV)

Essential Task Rating Results

1	Identify needed legal research, factual investigations and other inquiries to accomplish a case or matter presented.
2	Recommend or implement appropriate legal action based on relevant legal, factual and policy issues.
3	Locate and research department and/or agency's legal opinions, published annotations, policies, decisions and recommendations to review for consistency and relevancy.
4	Research potentially complex issues to determine the facts and applicable legal authority in a particular case or matter.
5	Develop strategies based on a review of pleadings, evidence, public policy, and the law, to resolve the case and/or matter in a manner most favorable to the client and/or agency.
6	Assess the pros and cons of alternative arguments and recommendations.
7	Determine the strengths and weaknesses of the case, matter or policy based on applicable rules and laws.
8	Communicate orally with immediate supervisor or higher-level managers to provide updates or recommendations and/or seek guidance and feedback on legal and procedural issues and strategies.
9	Determine the best course of action for the case or matter presented based on an analysis of the facts and applicable law.
10	Prioritize tasks and develop timelines for a case or legal matter.
11	Review, edit or approve legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) for proper content, legal analysis, tone, organization, grammar, format and terminology.
12	Use both book-based and computer-based resources to complete complex legal and/or factual research.
13	Review evidence or facts to identify and select the facts or evidence necessary to support or disprove a legal theory or claim.
14	Communicate orally with members of the public (including community organizations) to provide and receive information and concerns regarding cases, issues, and/or legal principles in plain language.
15	Participate in ongoing legal training courses offered through the department or outside professional organizations (e.g., Continuing Education of the Bar) in order to acquire and/or maintain legal skills and knowledge.
16	Develop a plan in order to uncover facts relevant to a particular case or matter after preliminary review and analysis of the case or matter.
17	Utilize organizational methods and procedures to ensure that work is completed properly and in a timely manner.

18	Identify and utilize, as needed, experts, investigators, paralegals, and/or other assistants to ensure issues raised by cases/projects are adequately explored and addressed.
19	Manage and meet timelines for project/case completion.
20	Conduct direct- and cross-examination of witnesses to prove the elements of your case, disprove the opposing legal theories or claims, and/or educate the trier of fact.
21	Communicate orally with colleagues and peers regarding legal issues, policies individual cases and other matters.
22	Review, edit or approve memoranda articulating results of legal research.
23	Prepare manuals, publications, training materials and other guidance with proper content, tone, organization, grammar, format and terminology.
24	Review any document or communication (e.g., parties' pleadings, internal memo, agency report, constituent letter, email) to determine the appropriate course(s) of action.
25	Review, edit or approve policy or informational reports on potentially complex and sensitive subjects for proper content, legal analysis, tone, organization, grammar, format and terminology.
26	Analyze proposed courses of action to determine whether the action is legal, ethical, and consistent with broader policy goals of the State and the department, and decide how to proceed accordingly.
27	Make persuasive oral presentations and/or arguments to a decision-maker (e.g., judge, commission, jury, boards) regarding the facts or legal issues to achieve a desired result.
28	Communicate orally with support staff (e.g., legal secretaries, office assistants, etc.) to follow up and ensure completion of assigned tasks.
29	Record and report time utilized on various tasks for billing or resource allotment.
30	Communicate orally with less experienced attorneys or paraprofessionals regarding legal issues, policies, individual cases and other matters.
31	Determine what rules and laws apply and ensure appropriate consideration of the policy decisions of an agency, in proceeding with the case, matter and/or policy.
32	Prepare documents to guide investigations, presentations, depositions, or other proceedings.
33	Review, edit or approve, documents to guide investigations, presentations, depositions, or other proceedings.
34	Communicate orally with support staff (e.g., legal secretaries, office assistants, etc.) taking into consideration workload, pending deadlines and other issues when assigning appropriate types and levels of tasks.

35	Review, edit or approve correspondence (including email) on behalf of various individuals (e.g., executive management) within or outside the department/agency.
36	Identify and utilize, as needed, technical resources (e.g., software, data management tools, presentation tools) to ensure issues raised by cases/projects are adequately explored and addressed.
37	Interview and prepare clients to gather facts and prepare testimony.
38	Prepare policy or informational reports on potentially complex and sensitive subjects with proper content, legal analysis, tone, organization, grammar, format and terminology to provide information/recommendations to appropriate decision makers.
39	Review, edit or approve proposed legislation or regulations (including any supporting documents, proposed language, and analysis) for proper content, legal analysis, tone, organization, grammar, format and terminology.
40	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.
41	Interview or depose witnesses, or others to gather relevant information, determine their potential usefulness to the matter or issue, or prepare them for testimony.
42	Prepare correspondence (including email) on behalf of various individuals (e.g., executive management) within or outside the department/agency.
43	Lead teams, taskforces or committees for the development or implementation of laws, policies or projects.
44	Communicate orally with external stakeholders (e.g., outside counsel, legislative staff, other agencies' personnel) regarding substantive and procedural issues arising from the case or matter to advance and/or resolve the case or matter.
45	Conduct oral presentations before legislative committees or administrative agencies to provide legal advice.
46	Represent the State, client, or staff in administrative, legislative, or judicial proceedings.