

## Attorney IV (Staff Counsel IV)

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

1	Ability to read and comprehend legal documents (e.g., contracts, statutes, regulations, legal rulings, case law).
2	Ability to exercise sound judgment in decision making.
3	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.).
4	Ability to analyze and respond to legal arguments.
5	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.
6	Ability to properly identify legal and procedural issues in assigned matters.
7	Ability to work on complex and sensitive cases and matters.
8	Ability to orally communicate information effectively, convincingly, and accurately.
9	Ability to analyze information to detect potential logical, legal, and/or factual flaws in arguments or assumptions.
10	Ability to maintain confidentiality and exercise discretion in the dissemination of information.
11	Ability to work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work products and meeting deadlines.
12	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.
13	Ability to perform job tasks during stressful working conditions (e.g., tight deadlines, heavy workload, etc.).
14	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.
15	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.

16	Ability to independently prepare clear and effective persuasive legal documents (e.g., briefs, motions, pleadings).
17	Ability to independently prepare clear and effective technical and analytical legal documents (e.g., contracts, settlements, stipulations, memoranda, determination letters, regulations, etc.)
18	Ability to maintain a neutral, unbiased stance when evaluating legal matters and make recommendations without allowing personal views or external pressures to improperly interfere.
19	Ability to treat others with respect, courtesy, and tact.
20	Ability to successfully assist with or complete multiple projects within appropriate time frames while maintaining a high level of work performance.
21	Ability to summarize relevant facts in order to capture the key points and implications.
22	Ability to edit written documents for accuracy and effectiveness.
23	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, and free of errors.
24	Ability to interact with and relate effectively to individuals at all levels of an organization.
25	Ability to orally communicate legal principles, facts, and position(s) to various audiences and forums.
26	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.
27	Ability to generate and implement solutions to successfully address the issues in assigned matters.
28	Skill to take initiative and be pro-active in identifying potential legal issues and adapting solution strategies that prevent problems from occurring.
29	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).
30	Ability to independently produce effective written communication of legal principles, facts, and position(s) for various audiences and forums.
31	Ability to work quickly in order to complete "rush" or urgent projects without prior notice and with a quick turnaround.
32	Knowledge of professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
33	Ability to handle changes in deadlines, assignments, and clients changing their minds.

34	Ability to use computers to create documents, conduct research, and communicate appropriately with others.
35	Skill to make efficient use of one's time.
36	Knowledge of the general principles of jurisprudence such as rules of statutory construction and stare decisis.
37	Skill to listen to others to facilitate an open exchange of ideas and provide for effective communication.
38	Ability to lead and/or manage complex and sensitive cases or matters.
39	Ability to address necessary details in order to perform work in an accurate, complete and thorough manner.
40	Ability to be flexible and handle unexpected developments such as administrative obstacles and external events that impact current work assignments.
41	Ability to apply professional ethical rules as they relate to the practice of law and particularly the role of public attorneys.
42	Ability to work collaboratively with others in a team environment.
43	Ability to accept constructive criticism regarding work products and practices in order to continually improve work performance.
44	Ability to quickly integrate new issues and information with existing knowledge to formulate conclusions.
45	Ability to review and/or finalize work products produced by clients, para-professionals, and/or other attorneys.
46	Ability to locate relevant or useful information from a large volume of documents.
47	Ability to provide consultation to multiple requestors on legal issues or matters.
48	Skill to professionally communicate one's views and opinions on work issues even when they may be different from those expressed by others.
49	Knowledge of relevant substantive areas of law that apply to public entities (e.g., due process, privacy, record disclosure laws).
50	Ability to identify and apply relevant substantive areas of law that apply to public entities (e.g., due process, privacy, record disclosure laws).
51	Ability to plan the development of a project, case or matter.
52	Ability to negotiate legal issues (e.g., settlements, admissibility of evidence) on behalf of the client and/or agency.
53	Ability to identify and prioritize critical issues to effectively allocate resources to resolve the question or matter.
54	Ability to present cases before State and Federal Courts, and administrative agencies or forums.

55	Ability to identify and comply with rules applicable to trial, hearing and other administrative proceedings to formulate and apply legal strategy and advise the agency representatives and/or clients on legal options.
56	Knowledge of the principles associated with the attorney client relationship, especially as they apply to organizations and public entities.
57	Knowledge of proper citation formats to identify relevant authority.
58	Ability to determine the appropriate amount of time to complete research/investigation.
59	Knowledge of legal, contractual and/or individual agency requirements regarding information security or confidentiality.
60	Ability to analyze proposed legislation and regulatory measures.
61	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.
62	Ability to develop innovative solutions and strategies for work tasks.