



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 0710

LAW SCHOOL GRADUATE
GRADE L

SCOPE OF WORK:

Work involves performing professional legal work of a limited scope and variety under close supervision of a licensed attorney serving as an underfill for the Attorney series.

DUTIES PERFORMED:

- Research agency policies and procedures and tribal, state, and federal laws, rules, regulations, and guidelines; perform other legal research as needed.
- Prepare drafts, letters, memoranda, and/or legal documents for review and use by licensed attorneys.
- Draft complaints, order to show cause, indictment, preliminary motions, and/or supporting affidavits and briefs for use by licensed attorneys.
- Prepare drafts of pleadings, motions, responses, and/or interrogatories in connection with cases in litigation.
- Assist in the preparation of drafts of finding of fact, conclusions of law, and/or orders based on the records.
- Assist licensed attorneys in court cases or administrative proceedings.
- Gain thorough understanding of agency operations and/or programs.
- Learn and utilize applicable agency computer systems and resources.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a Juris Doctorate degree from an accredited law school. Must successfully obtain North Dakota attorney licensure within one year of employment.

Eff. Date: 8/16