



ATTORNEY

SCOPE OF WORK:

Work involves performing legal counsel services for clients or legal administrative functions for an agency.

DUTIES PERFORMED AT ALL LEVELS:

- Represent clients and/or agency in legal proceedings; advise as to their legal rights and obligations.
- Interview parties involved in the legal proceedings.
- Determine jurisdiction, venue, and service of process issues.
- Prepare evidence, exhibits, and legal documents necessary to litigate cases.
- Review and prepare legal documents, opinions, forms, contracts, bonds, permits, and other agreements.
- Perform legal research.
- Prepare appropriate findings of fact, conclusions of law, orders for judgment and judgments after court proceedings.
- Interpret and apply state and federal laws and administrative rules.
- Receive, research, and respond to questions or complaints; provide information, explain policy and procedure, and/or facilitate a resolution.
- Provide consultation, make recommendations, give appropriate advice, and/or facilitate decisions.
- Develop and propose policy, procedures, rules, and state law.
- Participate in the administrative rulemaking process; review and draft documents.
- May assist in drafting and analyzing legislation.

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

ATTORNEY I
 GRADE M

0711

LEVEL DEFINITION:

Work at this level will primarily involve cases of a narrow scope with regard to subject matter.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

CLASS CODES:0711
0712
0713

ND Class Description
Attorney

- None.

MINIMUM QUALIFICATIONS:

Requires a Juris Doctorate degree and licensure to practice law in North Dakota.

ATTORNEY II
GRADE O

0712

LEVEL DEFINITION:

Work at this level consists of more variety and a broader scope with regard to the subject matter of cases handled.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May provide administrative oversight to staff or law students.

MINIMUM QUALIFICATIONS:

Requires a Juris Doctorate degree, licensure to practice law in North Dakota, and two years of work experience as an attorney.

ATTORNEY III
GRADE Q*

0713

LEVEL DEFINITION:

Work at this level involves providing legal services that include a broad scope and a variety of cases for an entire agency and/or supervision of other attorneys.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Serve as legal advisor to an agency.
- Direct the work activities of subordinate legal staff to facilitate the attainment of work goals and ensure the consistent application of administrative policies, procedures, standards, and legal requirements.
- Present information or testimony at public meetings or judicial/legislative hearings to provide and explain legal and policy information.
- May serve as hearing officer in issues involving legal disputes between the agency and persons or parties who are appealing administrative decisions and/or rulings of the agency.

ND Class Description
Attorney

CLASS CODES: 0711
0712
0713

MINIMUM QUALIFICATIONS:

Requires a Juris Doctorate degree, licensure to practice law in North Dakota, and four years of work experience as an attorney that included administration or management experience or experience in the practice of law directly related to the agency programs or operations.

Eff. Date: 10/82

Rev: 1/00 – Word processing conversion

Eff. Date: 4/07 – Updated scope of work, level definitions, minimum qualifications, duties, factoring, and format.

Rev: 7/12 – Conversion to Hay System; *Pay Grade Exception assigned (III Level only)
7/12; NDAC 4-07-04-11 & 4-07-04-12