

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

**1. ATTORNEY**

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ATY GNRL CENTRAL OFFICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Consumer and Regulatory Enforcement Bureau
<b>4. Civil Service Position Code Description</b> Attorney Staff-E	<b>10. Division</b> Corporate Oversight Division
<b>5. Working Title (What the agency calls the position)</b> Staff Attorney 15	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> HILL, MICHAEL S; ATTORNEY MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> FOWLER, DARRIN F; ATTORNEY ADMINISTRATOR-2	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Ottawa St. Lansing, MI 48909 / Monday -Friday: 8:00 a.m. - 5:00 p.m.

**14. General Summary of Function/Purpose of Position**

A staff attorney in the Corporate Oversight Division (COD) handles routine legal assignments. On occasion, a staff attorney may handle some legal assignments that are more complex with a number of variables. The staff attorney, under the supervision of his/her Section Head, drafts formal and informal legal opinions and provides legal representation to state departments, as well as agencies, commissions, boards and staff within these departments. The legal representation includes administrative proceedings and civil litigation in both state and federal courts, including appellate courts.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 80**

Legal representation and litigation.

**Individual tasks related to the duty:**

- Focuses on a variety of antitrust and consumer protection concerns, including robocalling, data breaches, identity theft (both personal and business), and handles all aspects of investigations and litigation under the Michigan Antitrust Reform Act and the Michigan Consumer Protection Act including those implicating concerns over data breaches, identity theft or which involve landlord-tenant, real property and related issues.
- Provides legal representation, legal advice and consultation to the Client agencies' management and staff. In this section, this may include matters related to the Department of Licensing and Regulatory Affairs' regulation of corporations and securities.
- Handles any court or administrative hearing appearances for legal matters involving the Client agencies.
- Evaluates and plans legal strategies.
- Drafts legal pleadings, motions, briefs and other litigation documents.
- Conducts and defends against oral and written discovery.
- Conducts witness interviews, prepares witnesses and gathers evidence.
- Negotiates settlements with supervisor's approval.
- Argues motions in State and Federal Court and before administrative tribunals.
- Handles trials and administrative hearings, including direct and cross examination of witnesses and matters which involve expert witnesses and voluminous documents
- Performs research and analysis required for solution of both routine and complex legal and factual issues, including those which have broad impact for the client agencies and the public at large.
- Provides both written and oral legal advice to clients on the construction, implementation, and enforcement of statutes and rules.
- Drafts appellate documents and pleadings and presents oral argument in State and Federal Appellate Courts.

**Duty 2**

**General Summary:**

**Percentage: 15**

In house legal guidance and internal matters

**Individual tasks related to the duty:**

- Provides legal representation, legal advice and consultation to the Client agencies' management and staff.
- Performs research and analysis required for solution of legal and factual issues, including those which have broad impact for the client agencies and the public at large.
- Provides both written and oral legal advice to clients on the construction, implementation, and enforcement of statutes and rules.
- Handles citizen letter responses, formal or informal opinion drafting, preparation of memoranda of legal advice.
- Advises/represents the Office in responding to consumer complaints regarding MCPA issues with a focus on consumer issues involving robocalling, data breaches, and identity theft.
- Complies with policies and procedures of the division and office.
- Performs other tasks as assigned by supervisors within the division.

**Duty 3**

**General Summary:**

**Percentage: 5**

Special Assignments

**Individual tasks related to the duty:**

- Handles special assignments from the referring agency or from the Department of Attorney General.
- Drafts legislative amendments or develops proposals to significantly alter a work process or litigation strategy to advance the interests of the client or the efficiencies of the Department of Attorney General.
- Attends meetings or represents the Department of Attorney General in various settings.
- Handles any other assignment relating to the successful performance of the duties, goals and objectives of the department.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

A staff attorney in the division is generally responsible for the day-to-day decision-making related to administrative and civil litigation. This decision-making includes determining an appropriate legal claim or defense, the appropriate discovery steps (such as what documents to seek and what witnesses to depose), decisions as to what legal theories to advance through motions, and decisions as to what witnesses to present in order to best position the client agency's case. The degree of independence varies with the complexity of the case and its potential impact on the client and the public.

**17. Describe the types of decisions that require the supervisor's review.**

Initiation of litigation, settlement authorizations, appellate matters including authorization to appeal; review of appellate briefs prior to submission for Attorney General approval; review of Attorney General formal or informal opinions, review of conclusions, opinions, and client advice regarding significant legal interpretations having a major impact on the State; trial and administrative strategy and legal advice involving an especially important case or issue of significant public and/or media interest

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Normal physical effort associated with providing professional legal services including operating various office equipment (copier, fax, telephone, etc), extensive use of computer equipment, extensive verbal communication face-to-face or via telephone or e-mail, carrying or otherwise transporting large volumes of documents/exhibits, etc. The work may require travel both in and out of state. The environment is usually an office, courtroom, or hearing room environment, however, handling cases may require visits to other locations.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

To perform the day-to-day job duties of a staff attorney/senior attorney as described above and in the Civil Service job specifications. Regular in person attendance on assigned days is an essential function of this position.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position.

**25. What is the function of the work area and how does this position fit into that function?**

The function of the work area is to routinely handle legal assignments. The attorney, under the supervision of his/her Section Head, is expected to routinely provide legal representation to state departments as well as bureaus, agencies, commissions, boards and staff within these departments. The attorney may also represent the Department of Attorney General in various matters and proceedings. The attorney, under the supervision of his/her Section Head, drafts formal and informal legal opinions and handles appellate matters.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a Juris Doctorate degree from an accredited school of law.

**EXPERIENCE:**

**Attorney-Staff P15**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of fundamental subjects of law. Knowledge of research procedures. Ability to prepare briefs and argue cases before state and federal courts and administrative tribunals. Knowledge of court procedures. Knowledge of practices and procedures of the Department of Attorney General. Ability to communicate effectively, both verbally and in writing. Ability to use judgment, tact, and discretion. Ability to analyze facts and draw logical conclusions. Ability to maintain accurate records.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Member in good standing – State Bar of Michigan

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None

***I certify that the entries on these pages are accurate and complete.***

HANNAH KOENIGSKNECHT

6/9/2025

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date