

1. Position Code
ATTORNYEC64N

State of Michigan
Department of Civil Service
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency ATTORNEY GENERAL
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Environment and Governmental Operations Bureau
4. Civil Service Classification of Position Attorney Staff-E/ Attorney Senior-A	10. Division Corrections Division
5. Working Title of Position (What the agency titles the position) Assistant Attorney General	11. Section Complex Litigation
6. Name and Classification of Direct Supervisor SOUTHERLAND, KRISTIN M.; ATTORNEY ADMINISTRATOR-1	12. Unit
7. Name and Classification of Next Higher Level Supervisor ROBBINS, SARAH R; ATTORNEY ADMINISTRATOR-2	13. Work Location (City and Address)/Hours of Work 525 W. OTTAWA STREET, LANSING, MI 48913 MONDAY- FRIDAY 8:00 AM TO 5:00 PM

14. General Summary of Function/Purpose of Position
This position is assigned to the Complex Litigation section of the Corrections Division and primarily handles the defense of civil rights/tort litigation filed against the Michigan Department of Corrections (MDOC), its officers, officials, and employees. Staff-level (15) attorneys routinely handle state and federal litigation matters of varying legal complexity, including responsive pleadings, discovery, legal research, motion practice, pre-trial preparation and trial, under the supervision of the Division Chief, the First Assistant, and/or Section Head. The incumbent will also prepare, with supervision, settlement memorandum with recommendations to the client, and assist as necessary in counseling and advising the client on general litigation related matters. Senior-level (16) attorneys handle the more complex legal assignments, and other assigned issues and matters, as needed.

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

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 90

Litigation

Individual tasks related to the duty.

- Appears in state and federal courts, and occasionally administrative proceedings.
- Analyzes and evaluates respective legal positions; plans strategies; drafts pleadings, motions and briefs; prepares for, conducts, and assists with trials; makes settlement recommendations to the client and negotiates settlements with supervisor approval. Prepares case updates as requested by supervisors.

Duty 2

General Summary of Duty 2

% of Time 10

Legal Opinions

Individual tasks related to the duty.

- Analyzes legal issues raised by client and supervisors; researches the law; drafts responsive legal opinions and memoranda for review by supervisors.

Duty 3

General Summary of Duty 3

% of Time _____

Individual tasks related to the duty.

-

Duty 4

General Summary of Duty 4

% of Time _____

Individual tasks related to the duty.

-

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

-

Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Exercises discretion in handling oral inquiries for advice by client, in negotiating with opposing counsel on matters short of ultimate settlement issues. Generally, the degree of independence and direct supervision varies with the experience of the attorney and the complexity of the case.

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

Matters requiring review by the supervisor include: motions, pleadings, trial court briefs, settlement agreements, appellate briefs, written memoranda of advice to clients, requests for settlement authority, and proposed attorney general opinions.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Job duties are performed primarily in an office setting which may require long periods of computer and office equipment usage. Travel may be involved. Lifting of heavy and/or large case files or briefcases.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

NAME

CLASS TITLE

NAME

CLASS TITLE

N/A

20. My responsibility 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. |

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

TO BE COMPLETED BY DIRECT SUPERVISOR

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

23. What are the essential duties of this position?

Represent and defend state, federal, and administrative complaints filed against the MDOC, its officers, officials and employees. Thoroughly understand the statutory and administrative authority of the client agency, MDOC, as well as MDOC's policies and procedures. Provide oral or written legal guidance to MDOC, as requested by supervision. Efficiently and effectively manage an active case load under the supervision of the Division Chief, First Assistant, and/or Section Head

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

N/A

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

The incumbent serving in this position is a staff (15) or senior (16) attorney providing legal services to the client agency, attorney handles legal assignments as required by the Division Chief, First Assistant, and/or Section Head.

26. In your opinion, 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 P 15

No specific type or amount is required

Attorney Senior 16

At least four years of post-bar admission legal experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Corrections law and/or federal civil rights litigation. Strong research skills and experience. Strong writing skills for preparation of briefs and to argue cases before state and/or federal courts and agencies. Knowledge of court procedures. 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.

CERTIFICATE, LICENSES AND REGISTRATIONS:

Membership in good standing in the Michigan State Bar

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

27. *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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

Appointing Authority's Signature

Date