State of Michigan
Civil Service Commission

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

Position Code
1. ATTORNYEC24N

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.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Consumer Protection Bureau
4. Civil Service Position Code Description	**10. Division** Licensing & Regulation Division
5. Working Title (What the agency calls the position) Staff Attorney 15/16	**11. Section**
6. Name and Position Code Description of Direct Supervisor	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor Michelle Brya, Attorney Administrator 3	**13. Work Location (City and Address)/Hours of Work** 525 W. Ottawa Street, Lansing, MI 48913 / Monday - Friday 8:00 a.m. to 5:00 p.m.

14. General Summary of Function/Purpose of Position

As a staff level attorney, the incumbent is expected to handle various legal assignments. The incumbent will routinely handle assignments of varying legal complexity. Under the supervision of the Division Chief, the First Assistant or Section Head, the incumbent drafts division-level legal advice, provides day to day legal representation for various state agencies, boards, commissions, officers, and employees, including representation in administrative proceedings and in state and federal 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:** **90**

Litigation

Individual tasks related to the duty:

Represents client agencies in administrative proceedings and in state and federal courts.

Reviews file; evaluates respective legal positions; drafts pleadings, motions and briefs, negotiates settlements, handles hearings, handles appeals.

Duty 2

General Summary: **Percentage:** **10**

Legal Advice

Individual tasks related to the duty:

Analyzes legal issues; researches the law; drafts legal advice, and responds to legal questions raised by client agencies, boards, commissions, etc.

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

Exercises some discretion in handling oral inquiries for advice and in negotiating with opposing counsel on matters short of ultimate settlement. In general, the degree of independence will vary with the complexity of the case.

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

Matters requiring review by the supervisor generally include but are not limited to: appellate briefs; formal written memoranda of advice to clients; and requests for settlement authority. Motions, pleadings, briefs, settlement agreements, and other documents may be required to be reviewed as well.

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.

Job duties may require long periods of computer and office equipment usage. Some limited travel may be involved. Lifting of heavy and/or large case files or briefcases.

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.

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

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	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?

23. What are the essential functions of this position?

Thoroughly understand the statutory and administrative authority of the Division's client agencies. Provide oral or written legal guidance to client agencies. Represent the agencies in civil or administrative proceedings.

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 attorney providing legal services to client agencies. The attorney handles legal assignments as required by the Division Chief, First Assistant, or Section Head.

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/or federal courts and agencies. 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:

Membership in good standing in the Michigan State Bar

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.

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**