

1. Position Code
ATTORNYE

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 REAL PROPERTY
4. Civil Service Classification of Position ATTORNEY STAFF-E	10. Division REVENUE AND TAX
5. Working Title of Position (What the agency titles the position) ASSISTANT ATTORNEY GENERAL	11. Section COLLECTIONS/BANKRUPTCY/REAL PROPERTY TAX
6. Name and Classification of Direct Supervisor MATTHEW HODGES ATTORNEY ADMINISTRATOR-1	12. Unit
7. Name and Classification of Next Higher Level Supervisor STEVEN B. FLANCHER FIRST ASSISTANT	13. Work Location (City and Address)/Hours of Work 525 W. OTTAWA STREET LANSING, MICHIGAN 8:00A.M. – 5:00P.M.

14. General Summary of Function/Purpose of Position
As a staff level attorney, under the supervision of the Division Chief, the First Assistant or Section Head, drafts formal and informal legal opinions, provides day to day legal representation for various state agencies, boards, commissions and officers and employees including representation in state and federal administration proceedings and courts. Specifically and not limited to handling matters involving and representing the Michigan Department of Treasury, State Tax Commission, Treasury Office of Collections, real property tax foreclosure matters with Treasury acting as the foreclosing governmental unit.

For Civil Service Use Only

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 70

Litigation

Individual tasks related to the duty.

- Appears in state and federal courts as required.
- Evaluates respective legal positions; plans strategies; drafts pleadings, motions and briefs, and negotiates settlements with supervisor approval.

Duty 2

General Summary of Duty 2

% of Time 15

Administrative Practice

Individual tasks related to the duty.

- Appear at administrative hearings: Reviews agency actions; subject to review and approval, negotiates settlements; motion practice and drafts briefs and other pleadings.

Duty 3

General Summary of Duty 3

% of Time 10

Legal Opinions

Individual tasks related to the duty.

- Analyzes legal issues raised; researches the law; drafts informal legal opinions (for review).
- Responds to legal questions raised by client agency.

Duty 4

General Summary of Duty 4

% of Time 5

Miscellaneous Duties

Individual tasks related to the duty.

- Attend and participate in training as necessitated by the demands of the client and the position. Attend staff meetings. Review current legal periodicals and case law updates as required by the position so as to remain current in the area of legal practice. Participate and assist other divisions and their staff on areas of particular law you are performing. Assist in inquiries from the public as they relate to the client agency that is represented and prepare written responses to inquiries to the Attorney General on behalf of the Attorney General and the client.

Duty 5

General Summary of Duty 5

% of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6

% of Time _____

Individual tasks related to the duty.

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- 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 substantial discretion in handling oral inquiries for advice or from citizens and in negotiating with opposing counsel on matters short of ultimate settlement issues. In general, the degree of independence will vary with the complexity of the case.

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

Matters requiring review by the supervisor include final versions of pleadings, motions, briefs and settlement agreements; final drafts of formal written memoranda of advice to clients; final drafts of 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

- 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

NOTE: Make a copy of this form for your records.

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?

Representing the Michigan Department of Treasury in legal matters as an Assistant Attorney General. To 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 Revenue and Tax Division acts as general legal counsel to the Department of Treasury pertaining to the administration of state taxes and real property local taxes. This position represents Treasury in areas including but not limited to, state agency and tax debt collection. Bankruptcy claims involving tax assessments. Real property valuation and classification cases, general counsel duties to the State Tax Commission and Treasury's Bureau of Local Government. Requests for proposal contract review and administration and any legal representation requested by the Assistant Attorney General's supervisors.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Graduation from an accredited law school.

EXPERIENCE:

As described in applicable Civil Service job specifications.

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 use judgment, tact and discretion. Ability to communicate effectively, both verbally and in writing. Ability to analyze facts and draw conclusions. Ability to maintain accurate records.

CERTIFICATES, LICENSES, REGISTRATIONS:

Membership in good standing with 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

