

**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.**

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ATTORNEY GENERAL
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> ENVIRONMENT AND GOVERNMENT OPERATIONS
<b>4. Civil Service Classification of Position</b> ATTORNEY STAFF-E ATTORNEY SENIOR-A	<b>10. Division</b> CORRECTIONS DIVISION
<b>5. Working Title of Position (What the agency titles the position)</b> ASSISTANT ATTORNEY GENERAL	<b>11. Section</b> GENERAL LITIGATION, WESTERN DIVISION TEAM
<b>6. Name and Classification of Direct Supervisor</b>  JENNIFER FOSTER, ATTORNEY ADMINISTRATOR 18	<b>12. Unit</b>
<b>7. Name and Classification of Next Higher Level Supervisor</b>  SARAH ROBBINS, ATTORNEY ADMINISTRATOR 19	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. OTTAWA, LANSING, MI MONDAY- FRIDAY 8:00 AM TO 5:00 PM
<b>14. General Summary of Function/Purpose of Position</b>  This position is assigned to the General Litigation section, the Western District team, of the Corrections Division and primarily handles the defense of civil rights cases filed against the Michigan Department of Corrections, its agencies, boards, commissions, officers and employees including representation in state and federal courts and administrative tribunals.	

**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 80**

Litigation

**Individual tasks related to the duty.**

- Investigate the relevant facts; collect information and documents; evaluate and develop appropriate legal positions; plan strategies; etc.
- Appear in state and federal courts and administrative tribunals to participate in hearings, meetings, and trials.
- Conduct legal research.
- Prepare exhibits and documents.
- Conduct relevant discovery (including handling depositions, securing affidavits, interviewing client staff).
- Draft pleadings, motions and briefs.
- With supervisory approval, engage in settlement negotiations.
- Directly handle or assist in appeals.
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Duty 2

**General Summary of Duty 2**

**% of Time 20**

General Assignments

**Individual tasks related to the duty.**

- Acquire familiarity with the facts and context in which a legal issue arises; meet with client personnel and others; analyze the facts and legal issues presented; research the law; draft informal legal opinions (for review).
- Provide verbal legal counseling on legal questions raised by our client agency.
- Draft responses to citizen letters.
- Attend training
- Other legal work as directed by supervisor, Division Chief, or the department.

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.

The level of independence will vary depending on the experience of the incumbent and other factors with an anticipation of increasing independence and less direct supervision, oversight, and training being necessary. As the incumbent gains experience and demonstrates competence they will exercise increased discretion and responsibility.

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

Matters that may require 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, etc.

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 generally performed in an office setting which may require long periods of computer and office equipment usage. Travel may be involved. Lifting and carrying 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?**

N/A – composite position description.

- 23. What are the essential duties of this position?**

Represent the agencies in civil or administrative proceedings. Provide oral or written legal guidance to client agencies based on a thorough understanding of the legal and administrative authority of the Division's client agencies which will vary depending on the incumbent's experience, training, demonstrated level of performance and competency, etc.

- 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?**

This is a division within the Department of Attorney General. The incumbent serving in this position is a staff attorney providing legal services to client agencies. The attorney handles legal assignments as required by Division management.

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 legal research procedures. Ability to prepare briefs and argue cases before state and/or federal courts and agencies. Knowledge of court rules and 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.

*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