State of Michigan
Civil Service Commission

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

Position Code

1. ATTORNYAC19N

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)** Environment and Government Operations
4. Civil Service Position Code Description Staff Attorney	**10. Division** Transportation Division
5. Working Title (What the agency calls the position) Assistant Attorney General	**11. Section**
6. Name and Position Code Description of Direct Supervisor MICHAEL DITTENBER; ATTORNEY ADMINISTRATOR-2	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor GLEESON, KATHLEEN A; ATTORNEY ADMINISTRATOR-3	**13. Work Location (City and Address)/Hours of Work** 425 W OTTAWA ST; LANSING, MI 48933 / 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 routinely handle sensitive and complex legal assignments with a high degree of independence and demonstrated competence. The incumbent, under the supervision of the Division Chief, the First Assistant and/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 of the client, including representation in state and federal courts and administrative tribunals. The incumbent assists in the coordination of activities and/or formal or informal mentoring of less experienced staff by serving as a resource person. The nature and volume of assignments will vary according to the Division or Section to which an attorney may be assigned from time to time, subject to the overriding needs of the Division and Department. Additionally, the time allocations for the Duties are approximations that may vary widely depending upon the needs of the Division, Department, and the assignments made to the attorney.

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:** **50**

Litigation

Individual tasks related to the duty:

- Acquire familiarity with the facts; evaluate respective legal positions; independently plan legal strategies; etc.
- Appear in state and federal courts and administrative tribunals to participate in hearings, meetings, and trials.
- Conduct complex 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.
- Coordinate litigation in multiple cases and forums, as necessary.
- Might provide direction to staff attorneys in researching rulings and precedents to be used to litigate in state and federal courts, which may also include serving as lead counsel in coordinating the work of other legal and support staff.

Duty 2

General Summary: **Percentage:** **30**

In-House Legal Guidance

Individual tasks related to the duty:

- Provide full legal guidance to MDOT.
- 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 of varying complexity and variety raised by client agency.
- Provide verbal legal counseling on complex legal questions raised by client agency.
- Draft Attorney General Opinions.
- Draft responses to citizen letters.
- Attend training. May at times be asked to provide training to others either one-on-one or to a group on an informal or formal basis.

Duty 3

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

Appellate

Individual tasks related to the duty:

- Handle complex appeals, including those with jurisprudential significance, such as cases involving issues of constitutionality or first impression, and those with large economic impacts to the State.

Duty 4

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

Diversity of Assignments

Individual tasks related to the duty:

- Handle more complex assignments from MDOT without close supervision.
- Other assignments might include drafting legislative amendments or developing a proposal to significantly alter a work process or litigation strategy to advance the interests of MDOT or the efficiencies.

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

With a relatively high degree of independence and discretion, generally responsible for the day-to-day decisions related to civil litigation, including how to conduct discovery and legal strategies to best advance the legal interests of the client in complex and varied legal matters.

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

Recommendations that may affect the future operations of the client or pending litigation, e.g., recommendations regarding settlement of pending litigation and legal opinions.

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.

Work is typically performed in an office setting. The work may also require attending meetings, court proceedings, administrative hearings, depositions, etc., which may entail travel and transporting legal files and related materials to other sites.

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):

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?

Yes

23. What are the essential functions of this position?

Representing the State of Michigan in legal matters of complex and varied nature as an Attorney General.

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 is an Assistant Attorney General assigned to handle complex, varied, and sensitive legal matters within the division.

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-Senior 16
Four years of post-bar admission legal experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough 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 procedures and rules. 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. Ability to assist and mentor others.

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**