

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Attorney 2		<b>Class Code:</b> 001VA2
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 2	<b>Effective Date:</b> 7-19-13
	<b>Summary:</b> Incumbent performs legal research in the area of the department's mission and counsel agency or program staff. Incumbent conducts administrative hearings to determine whether or not the proper policies and laws were followed and/or applied in agency actions.		

**Duties:**

- Reviews laws, promulgated rules and legal precedents pertaining to the agency or assigned major program area;
- Counsels agency or department staff as to their legal limits and/or responsibilities;
- Prepares research work for the agency;
- Assists the Attorney General in defense of the department in court and/or arbitration cases;
- Researches legal inquiries from the department's services or regulated public;
- Conducts administrative hearings in cases where judgment is required as to whether the agency had jurisdiction and/or applied the appropriate policies and laws;
- Performs related duties as required.

**Job Requirements:**

- Graduate degree in law; admission to Indiana State Bar; and experience in the legal field;
- Broad knowledge of federal, state and local laws and procedures relating to the assigned department or program;
- Working knowledge of legal resources and legal research procedures;
- Working knowledge of rules of evidence;
- Ability to make technical legal application of a limited body of federal and state legislation and promulgated rules;
- Ability to express self, verbally and in writing;
- Ability to deal tactfully with administrative officials and the public to resolve problems.

**Difficulty of Work:**

The incumbent uses generally accepted legal procedures to make judgments in intricate cases which cover a broad program area to appropriateness of action or interpretation of requirements and precedents.

**Responsibility:**

Incumbent receives general assignments in specific program area(s) from supervisor. Incumbent gives interpretation of legal responsibilities and limitations to program administrators and/or recommends appropriate action to line staff or policy board. Incumbent works independently and work is reviewed for the general attainment of objectives.

**Personal Work Relationships:**

Incumbent works with agency staff and administrator, policy board, Assistant Attorney General and public to render service, explanations and decisions in disputed cases.