

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Legal Analyst 3		Class Code: 001VA3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 11-15-13
	Summary: Incumbent serves as a legal consultant assisting with policy and procedural matters that have legal ramifications impacting the agency. The incumbent is responsible for performing highly complex and analytical work, researching legal documents and providing input on precedent setting matters in order to achieve desired results while ensuring compliance with, and enforcement of, state and federal laws, regulations and standards.		

Duties:

- Serves as a liaison on legal matters to governmental and non-governmental parties;
- Conducts research of substantive and procedural legal matters directly pertinent to assigned agency mission and objectives;
- Assists in drafting and preparing legal memorandum and briefs on a wide variety of legal issues;
- Assists agency management with reviewing legal information or legal documents;
- Assists agency management and/or general counsel on legislative matters;
- Coordinates board meetings and prepares meeting minutes;
- Receives and reviews inquiries from the general public and various interested parties responding as necessary;
- Develops and monitors the legal division database tracking legal and/or legislative actions and modifying if necessary;
- Consults with agency program and policy developers on legal matters impacting the organization's mission and objectives;
- Conducts administrative hearings to determine if agency policy and procedures were properly administered and/or followed;
- Prepares investigative reports and submits recommendations for appropriate action;
- Participates in the review of pertinent legislation and the promulgation of rules;
- Reviews agency policies and practices in individual cases to ensure just and equitable application;
- Performs legal administrative support duties as required;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge and understanding of the limited body of federal and state laws and procedures relating to the assigned program area;
- Working knowledge of legal resources and legal research procedures;
- General knowledge of rules of evidence and hearing procedures;
- Basic knowledge of the agency and of state and federal agencies dealing with the programs, laws and procedures;
- Ability to analyze legal problems and determine method of approach for solving them;
- Ability to research legal precedents;
- Ability to deal tactfully with individuals in resolving their differences;
- Strong communication and writing skills.

Difficulty of Work:

Incumbent studies new and/or existing laws and precedents. Incumbent applies and explains state, federal and local laws and regulations as they apply to a variety of individual actions. Incumbent must apply a body of complicated and changing legal considerations to each individual case. Much judgment is needed to select the guidelines that are most applicable.

Responsibility:

Incumbent applies general guidelines to individual assignments to provide agency staff with legal implication and ramification of possible and/or proposed action. In administrative hearing situations, the incumbent either prepares and presents the department position or makes ruling and/or recommendation to final policy board. Incumbent works independently and work is reviewed for soundness of judgment and technical competence. Technical assistance is provided upon incumbent's request.

Personal Work Relationships:

Incumbent has contact with attorneys outside the assigned area for the purpose of coordinating documentation, hearing and conference dates; with legislators for the purpose of providing information and explanation; and citizens, some of whom may be irate, to persuade them of the appropriateness of an agency policy or proposed plan of action. Relationships with agency legal staff must be considered confidential at all times.