

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Attorney E4		Class Code: 00EOA4
	FLSA Status: Exempt	Salary Schedule: ESM 4	Effective Date: 7-19-13
	Summary: Serves as the legal counsel and the chief legal technical advisor for a state agency.		

Duties:

- Advises agency on legal issues and problems and resolutions;
- Enforces all applicable state statutes and agency rules;
- Drafts and initiates proper promulgation of legislation;
- Initiates legal action against violators of the state statutes and agency rules;
- Litigates administrative cases on behalf of director arising from agency enforcement of state laws and rules;
- Represents director at settlement conferences and in administrative proceedings;
- Prepares all legal documents and conducts all legal research for the agency or department;
- Provides counsel to the agency in the law and procedures;
- Responds as agency representative to correspondence concerning legal matters;
- Assists in negotiations of agency contracts and claim settlements as needed;
- Provides information to Attorney General's office regarding agency issues;
- Performs related duties as required.

Job Requirements:

- Graduate degree in law; admission to Indiana State Bar; and experience in the legal field;
- Thorough knowledge of and ability to interpret and apply state and federal laws, rules and regulations.
- Effectively communicate both orally and in writing;
- Organizational ability to formulate and carry out case litigation's and initiate policies;
- Presentational skills with ability to persuade;
- Thorough knowledge of and ability to apply all requirements established by governing bodies;
- Ability to research and evaluate legal precedents;
- Participation in continuing legal education programs;
- Ability to apply legal principles;
- Ability to analyze complex problems and make sound resolutions of problems;
- Ability to tactfully communicate with a wide variety of administrators and involved officials to resolve disputed problems.

Difficulty of Work:

Incumbent is required to apply laws, court decisions, precedents and administrative rules that are often unclear or ambiguous in nature, to problems that are frequently broad in scope, complex in nature and new in character.

Responsibility:

Incumbent makes a significant contribution to the agency as catalyst to change. Work is reviewed for conformance with overall policy and goals. Incumbent may solely represent agency and the State in court cases involving large sums of money. Error could result in profound consequences. Work is not reviewed for accuracy.

Personal Work Relationships:

Incumbent works with agency staff, administrator, public, other agency heads, elected officials and legislators to render service, advice and decisions of high impact in controversial situations.