

ATTORNEY SUPERVISOR**Nature of Work**

Under limited supervision, performs advanced level legal work and supervisory duties over attorneys and support staff. Oversees legal projects assigned to subordinates. Performs related work as required.

Distinguishing Characteristics

This class functions primarily as a working supervisor. At this level, the incumbent performs complex legal work, but the controlling responsibility is to supervise a staff of attorneys.

Examples of Work

- Plans, assigns, directs and supervises the legal work of a staff of attorneys.
- Recommends salary increases, promotion and other appropriate personnel actions.
- Drafts legal pleadings or briefs on complex criminal cases or regulatory issues.
- Reviews and approves a variety of contracts.
- Represents the agency in administrative hearings and appellate courts.
- Performs highly responsible legal work in connection with taxation, criminal law, title work, real estate transactions, public and private utility companies and complex industrial firms.
- Determines further appeal of contested cases and makes recommendations to supervisor concerning final clearance.
- Consults with agency staff on the interpretation of court opinions and statutes, the application of rules and regulations, and related matters where a serious legal issue is involved.

Knowledge, Skills and Abilities

- Knowledge of statutes, court opinions and Attorney General opinions.
- Knowledge of general law.
- Knowledge of judicial procedure, legislative procedure and bill preparation.
- Skill in written and oral communication.
- Ability to effectively supervise a staff of attorneys, plan work, and establish and review results.
- Ability to analyze, appraise and organize facts, and present such materials in a clear and logical form for oral or written presentation.
- Ability to perform complex legal work in the drafting of legal instruments, proposed legislation and legal opinions.

ATTORNEY SUPERVISOR (CONT'D)

Minimum Qualifications

TRAINING Admission to practice law in the State of West Virginia.

EXPERIENCE Seven years of full-time or equivalent part-time paid employment in the practice of law, including one year of trial work, two years of which must have been in a supervisory or lead worker capacity.

SUBSTITUTION One year of full-time paid employment as an attorney with the agency to which assigned shall be considered the equivalent of two years of experience, excluding the supervisory or lead worker requirement.

Established: 8/19/93
Revised: 12/16/93
Effective: 1/1/94