

ATTORNEY 1

Nature of Work

Under direct supervision of higher level attorneys or a department head, performs entry level professional legal work in the agency or division assigned; performs a variety of duties involved in the legal processes of the office to which assigned to provide knowledge of legal issues and practices. Performs related work as required.

Examples of Work

- Examines and/or prepares legal instruments such as deeds, leases, standard contracts, simple title abstracts and simple closings.
- Performs preliminary research on proposed legislation affecting the agency.
- Advises departmental administrators on points of law affecting the agency.
- Prepares briefs and opinions for proper legal remedy.
- Assists in hearings before courts of law and quasi-judicial tribunals.
- Interprets court opinions and statutes.
- Assists in the preparation of administrative regulations.
- Checks executed deeds and other legal documents as to form and legality.
- Answers telephone inquiries and correspondence.

Knowledge, Skills and Abilities

- Knowledge of government operation.
- Knowledge of federal and state laws, particularly those applicable to administration and regulatory functions.
- Knowledge of judicial procedures and rules of evidence.
- Skill in written and oral communication.
- Ability to analyze, appraise and organize facts and present such materials in clear and logical form for oral or written presentation.
- Ability to draft legal instruments, proposed legislation and legal opinions.

Minimum Qualifications

TRAINING Graduation from a regionally accredited or American Bar Association accredited law school.
SPECIAL REQUIREMENT FOR THE DEPARTMENT OF TAX AND REVENUE Admission to the West Virginia State Bar before the end of a probationary period which may not exceed twelve (12) months.

Established: 9/19/90
Revised: 12/1/91, 12/16/93, 5/12/97
Effective: 1/1/94, 5/12/97