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