

ATTORNEY 2**Nature of Work**

Under general supervision of higher level attorneys and with some latitude for the exercise of independent judgment, performs full-performance level legal work in the agency or division assigned. Performs related work as required.

Distinguishing Characteristics

The Attorney 2 is distinguished from the Attorney 1 by the complexity of legal issues assigned, the latitude for independent action, and the responsibility for representing the agency in administrative hearings and before appellate courts. Attorneys at this level may also be responsible for all legal work in a district or division of a large state agency.

Examples of Work

Consults with and advises departmental officials on administrative rules and regulations.
Interprets court opinions and statutes and advises departmental administrators on proper course of legal action.
Conducts hearings before courts of law and quasi-judicial tribunals on behalf of the agency.
Represents the agency in administrative hearings and appellate courts.
Reviews various legal instruments for adequacy and appropriateness and revises standard legal documents as necessary.
Assists higher level attorneys in complex condemnation trials and in appeals before the Supreme Court of Appeals.
Assigns and reviews work of lower level attorneys and/or other subordinate personnel.
Answers telephone inquiries and correspondence.

Knowledge, Skills and Abilities

Knowledge of statutes, court opinions and Attorney General opinions.
Knowledge of administrative law.
Knowledge of government operation.
Skill in the preparation of condemnation cases and the preparation of briefs for appeal.
Skill in written and oral communication.
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 2 (CONT'D)

Minimum Qualifications

— TRAINING Admission to the West Virginia State Bar.

EXPERIENCE Two years of full-time or equivalent part-time paid employment in the practice of law.

SUBSTITUTION One year of full-time or equivalent part-time paid employment as an attorney with the agency to which assigned shall be considered the equivalent of two years of experience.

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