

ATTORNEY 3**Nature of Work**

Under the direction of the assistant legal director, performs advanced and complex legal work as a staff specialist or may function as a principal attorney for a specific agency or program. Performs related work as required.

Distinguishing Characteristics

The Attorney 3 class is distinguished from the Attorney 2 level by the complexity of legal issues assigned, the latitude for independent action and decision-making, the final authority to commit the agency regarding contracts and legal position, by serving as the principal attorney for a department head or regulatory agency, and by the level of legal research required. Attorneys at this level conduct legal research related to the criminal rights of indigents and inmates, and represents same in criminal proceedings. 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

Serves as principal legal advisor to a department or agency head.
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.
Directs a legal research program.
Provides direction to other attorneys on such matters as trial procedures, appellate procedures, Workers' Compensation claims, labor compliance matters and document approval.
Performs highly responsible legal work in connection with 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.
Knowledge of government operation.
Skill in written and oral communication.

ATTORNEY 3 (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Ability to effectively supervise a staff of attorneys, assign the 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.

Minimum Qualifications

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

EXPERIENCE Five 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: 11/29/93, 12/16/93
Effective: 1/1/94