

EDITED TASK LISTING

CLASSIFICATION: STAFF COUNSEL

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Research statutes, regulations, court decisions, administrative board decisions, and other legal authorities to provide legal advice to and advocacy for the department using on-line legal data bases, law libraries, and other resources under the direction of the Office of Legal Affairs.
2.	Interpret statutes, regulations, court decisions, administrative board decisions, and other legal authorities to provide legal advice to and advocacy for the department using legal reasoning, experience, and knowledge under the direction of the Office of Legal Affairs.
3.	Apply statutes, regulations, court decisions, administrative board decisions, and other legal authorities to provide legal advice to the advocacy for the department using appropriate oral or written communication skills and ethical considerations under the direction of the Office of Legal Affairs.
4.	Provide advice or opinions on legal issues and the legal effect of rules, regulations, proposed legislation, statutory law, court decisions, and administrative actions to departmental administrators using appropriate oral and written communication skills and ethical considerations under the direction of the Office of Legal Affairs.
5.	Draft litigation, transactional, and advisory documents, including motions, briefs, memoranda, charging documents, settlement agreements, reports, letters, and other legal documents to provide legal advice to and advocacy for the department using appropriate written communication skills and ethical considerations under the direction of the Office of Legal Affairs.
6.	Assists in drafting litigation, transactional, and advisory documents, including motions, briefs, memoranda, charging documents, settlement agreements, reports, letters, and other legal documents to provide legal advice to the advocacy for the department using appropriate written communication skills and ethical considerations under the direction of the Office of Legal Affairs.
7.	Develop oral presentations regarding litigation, transactional, and advisory matters, concerning motions, briefs, memoranda, charging documents, settlement agreements, reports, letters, and other legal documents to provide legal advice to and advocacy for the department using appropriate oral communication skills and ethical considerations under the direction of the Office of Legal Affairs.

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8.	Deliver oral presentations regarding litigation, transactional, and advisory matters, concerning motions, briefs, memoranda, charging documents, settlement agreements, reports, letters, and other legal documents to provide legal advice to and advocacy for the department using appropriate oral communication skills and ethical considerations under the direction of the Office of Legal Affairs.
9.	Manage civil, criminal or administrative law cases to provide appropriate and effective legal advice to and advocacy for the department utilizing appropriate oral and written advocacy skills, under the direction of the Office of Legal Affairs.
10.	Assist others in the management of civil, criminal, or administrative law cases to provide appropriate and effective legal advice to and advocacy for the department utilizing appropriate oral and written advocacy skills, under the direction of the Office of Legal Affairs.
11.	Manage assigned workload to provide appropriate and effective legal advice to and advocacy for the department utilizing appropriate oral and written advocacy skills, under the direction of the Office of Legal Affairs.
12.	Assist others in the management of assigned workload to provide appropriate and effective legal advice to and advocacy for the department utilizing appropriate oral and written advocacy skills, under the direction of the Office of Legal Affairs.
13.	Organize meetings with supervisors, administrators, and other internal stakeholders to provide appropriate and effective legal advice to and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
14.	Participate in meetings with supervisors, administrators, and other internal stakeholders to provide appropriate and effective legal advice to and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
15.	Organize meetings with state and federal agencies, advocacy groups, courts, outside attorneys, the media, and other external stakeholders to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.

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16.	Participate in meetings with state and federal agencies, advocacy groups, courts, outside attorneys, the media, and other external stakeholders to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
17.	Collect documents or declarations in response to litigation discovery requests to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
18.	Organize documents or declarations in response to litigation discovery requests to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
19.	Analyze documents responsive to litigation discovery requests to determine any applicable privileges and objections to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
20.	Coordinate production of discoverable documents or declarations to litigation discovery requests to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
21.	Collect documents or declarations in response to written or oral requests for departmental information to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
22.	Organize documents or declarations in response to written or oral requests for departmental information to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
23.	Analyze documents responsive to written or oral requests for departmental information to determine any applicable privileges and objectives to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.

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24.	Coordinate production of disc losable documents or declarations to litigation discovery requests to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
25.	Assist in all aspects of hearings before boards, commissions, hearing officers, administrative law judges, trial or appellate courts to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
26.	Develop proposed legislation to provide legal advice to and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
27.	Analyze proposed legislation to provide legal advice to and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
28.	Negotiate and confer with legal counsel on various matters to provide legal representation and advocacy for the department utilizing appropriate oral and written communication skills under the direction of the Office of Legal Affairs.
29.	Document progress on cases and assignments in designated computer database to provide legal representation and advocacy for the department using appropriate written communication skills under the direction of the Office of Legal Affairs.
30.	Assist in the development of departmental training by creating and reviewing departmental training materials to provide legal advice and advocacy for the department using appropriate oral and written communication skills and ethical considerations under the direction of the Office of Legal Affairs.
31.	Maintain compliance with applicable ethical and professional standards while providing legal representation and advocacy for the department under the direction of the Office of Legal Affairs.
32.	Coordinate effectively with Office of Legal Affairs administrative staff to facilitate the creation and dissemination of timely work product to provide legal advice to and advocacy for the department using appropriate oral and written communication skills and ethical considerations under the direction of the Office of Legal Affairs.

Tasks highlighted in bold text are not currently on the SPB classification specification