

## EDITED KSAPC LISTING

CLASSIFICATION: STAFF COUNSEL

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of legal research methods to ensure their advice, recommendations, presentations, negotiations and the assessment of legal risks are properly evaluated and consistent with departmental policies, laws and regulations.
K2.	Basic knowledge of state and federal law to ensure their advice, recommendations, presentations, negotiations and the assessment of legal risks are properly evaluated and consistent with departmental policies, laws and regulations.
K3.	Basic knowledge of state and federal constitutional law to ensure their advice, recommendations, presentations, negotiations and the assessment of legal risks are properly evaluated and consistent with departmental policies, laws and regulations.
K4.	Basic knowledge of administrative law to ensure their advice, recommendations, presentations, negotiations and the assessment of legal risks are properly evaluated and consistent with departmental policies, laws and regulations.
K5.	Basic knowledge of the conduct of proceedings before administrative bodies to ensure accurate advice and recommendations, effective presentations and/or representation of the department and the reduction of risk.
K6.	Basic knowledge of the conduct of proceedings before state and federal courts to ensure accurate advice and recommendations, effective presentations and/or representation of the department and the reduction of risk.
K7.	<b>Basic knowledge of the structure and function of the state's executive branch and its associated agencies to ensure accurate advice and recommendations, effective presentations and/or representation of the department and the reduction of risk.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Research legal issues to provide advice and recommendations, effective presentations and/or representation of the department.
A2.	Analyze legal authority to provide advice and recommendations, effective presentations and/or representation of the department.
A3.	Apply legal authority and principles to fact based issues to provide advice and recommendations, effective presentations and/or representation of the department.
A4.	Prepare and present statements of fact, law, and argument clearly and logically in written and oral form to provide advice and recommendations, effective presentations and/or representation of the department.
A5.	Negotiate persuasively to promote the Department's positions on legal issues.
A6.	Communicate effectively with stakeholders to promote the Department's position and mission.
A7.	Work effectively within time constraints and overcome obstacles to perform legal tasks.

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Demonstrate tact while interacting with colleagues and stakeholders to promote the Department's position and mission.
PC2.	Willingness to positively accept constructive criticism and direction and incorporate into work product.
PC3.	Demonstrate professionalism while interacting with colleagues and stakeholders.
PC4.	Maintain objectivity and respect while interacting with employees, inmates, parolees, and wards in correctional settings.