

Attorney III (Staff Counsel III)

Essential Task Rating Results

1	Research potentially complex issues to determine the facts and applicable legal authority in a particular case or matter.
2	Use both book-based and computer-based resources to complete complex legal and/or factual research.
3	Determine the best course of action for the case or matter presented based on an analysis of the facts and applicable law.
4	Recommend or implement appropriate legal action based on relevant legal, factual and policy issues.
5	Determine the strengths and weaknesses of the case, matter or policy based on applicable rules and laws.
6	Determine what rules and laws apply and ensure appropriate consideration of the policy decisions of an agency, in proceeding with the case, matter and/or policy.
7	Review evidence or facts to identify and select the facts or evidence necessary to support or disprove a legal theory or claim.
8	Identify needed legal research, factual investigations and other inquiries to accomplish a case or matter presented.
9	Manage and meet timelines for project/case completion.
10	Assess the pros and cons of alternative arguments and recommendations.
11	Confer with clients and/or colleagues to make legal, strategic, tactical and policy recommendations for potentially complex and sensitive matters.
12	Review any document or communication (e.g., parties' pleadings, internal memo, agency report, constituent letter, email) to determine the appropriate course(s) of action.
13	Communicate orally with immediate supervisor or higher-level managers to provide updates or recommendations and/or seek guidance and feedback on legal and procedural issues and strategies.
14	Develop strategies based on a review of pleadings, evidence, public policy, and the law, to resolve the case and/or matter in a manner most favorable to the client and/or agency.
15	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.
16	Analyze proposed courses of action to determine whether the action is legal, ethical, and consistent with broader policy goals of the State and the department, and decide how to proceed accordingly.
17	Prioritize tasks and develop timelines for a case or legal matter.
18	Utilize organizational methods and procedures to ensure that work is completed properly and in a timely manner.

19	Prepare memoranda articulating results of legal research.
20	Communicate orally with colleagues and peers regarding legal issues, policies individual cases and other matters.
21	Locate and research department and/or agency's legal opinions, published annotations, policies, decisions and recommendations to review for consistency and relevancy.
22	Make persuasive oral presentations and/or arguments to a decision-maker (e.g., judge, commission, jury, boards) regarding the facts or legal issues to achieve a desired result.
23	Communicate orally with support staff (e.g., legal secretaries, office assistants, etc.) taking into consideration workload, pending deadlines and other issues when assigning appropriate types and levels of tasks.
24	Communicate orally with support staff (e.g., legal secretaries, office assistants, etc.) to follow up and ensure completion of assigned tasks.
25	Review, edit or approve legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) for proper content, legal analysis, tone, organization, grammar, format and terminology.
26	Develop a plan in order to uncover facts relevant to a particular case or matter after preliminary review and analysis of the case or matter.
27	Represent the State, client, or staff in administrative, legislative, or judicial proceedings.
28	Identify and utilize, as needed, other staff within the agency to ensure appropriate consideration in proceeding with the case or matter.
29	Communicate orally with external stakeholders (e.g., outside counsel, legislative staff, other agencies' personnel) regarding substantive and procedural issues arising from the case or matter to advance and/or resolve the case or matter.
30	Communicate orally with less experienced attorneys or paraprofessionals regarding legal issues, policies, individual cases and other matters.
31	Prepare policy or informational reports on potentially complex and sensitive subjects with proper content, legal analysis, tone, organization, grammar, format and terminology to provide information/recommendations to appropriate decision makers.
32	Prepare correspondence (including email) on behalf of various individuals (e.g., executive management) within or outside the department/agency.
33	Interview and prepare clients to gather facts and prepare testimony.
34	Communicate orally with members of the public (including community organizations) to provide and receive information and concerns regarding cases, issues, and/or legal principles in plain language.
35	Review, edit or approve proposed legislation or regulations (including any supporting documents, proposed language, and analysis) for proper content, legal analysis, tone, organization, grammar, format and terminology.

36	Identify and utilize, as needed, experts, investigators, paralegals, and/or other assistants to ensure issues raised by cases/projects are adequately explored and addressed.
37	Prepare proposed legislation or regulations (including any supporting documents and analysis) with proper content, legal analysis, tone, organization, grammar, format and terminology.
38	Prepare documents to guide investigations, presentations, depositions, or other proceedings.
39	Interview or depose witnesses, or others to gather relevant information, determine their potential usefulness to the matter or issue, or prepare them for testimony.
40	Review, edit or approve policy or informational reports on potentially complex and sensitive subjects for proper content, legal analysis, tone, organization, grammar, format and terminology.
41	Review, edit or approve memoranda articulating results of legal research.
42	Review, edit or approve correspondence (including email) on behalf of various individuals (e.g., executive management) within or outside the department/agency.
43	Prepare contracts and other agreements with proper content, organization, grammar, format and terminology.
44	Review, edit or approve contracts and other agreements for proper content, organization, grammar, format and terminology.
45	Conduct direct- and cross-examination of witnesses to prove the elements of your case, disprove the opposing legal theories or claims, and/or educate the trier of fact.
46	Participate in ongoing legal training courses offered through the department or outside professional organizations (e.g., Continuing Education of the Bar) in order to acquire and/or maintain legal skills and knowledge.
47	Review, edit or approve, documents to guide investigations, presentations, depositions, or other proceedings.
48	Identify and utilize, as needed, technical resources (e.g., software, data management tools, presentation tools) to ensure issues raised by cases/projects are adequately explored and addressed.