

**JOB DESCRIPTION**  
**JOB TITLE: Attorney**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Directs, administers, and coordinates the activities of the organization in support of the policies, goals, and objectives established by the Agency Board of Directors. Performs the following duties directly.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Responsible for conducting legal research requirements for the Agency.

Responsible for providing legal consultation on matters concerning subpoenas, requests for records and other legal discovery requests.

Provide support to case management contract with court attendance, staff preparation for trials, appeals, addressing no reasonable efforts findings, and managing Interstate Compact on the Placement of Children (ICPC) cases.

Responsible for providing representation for the Agency in legal proceedings, as requested.

Provides training in legal topics, as requested or directed.

Provides information and legal advice regarding Agency document retention.

Participates on Agency teams and committees at the request and/or direction of the General Counsel.

Maintains knowledge of statutory and case law that pertains to Agency operations.

Provides legal research and analysis as requested on areas of concern to the Agency.

Reviews contracts and provides direction to Agency staff regarding issues of concern.

Provides Agency legal representation as required.

Initiates and maintains a positive working relationship with legal professionals assigned to public/private agencies.

Ensures all organizational activities are carried out in compliance with local, state, and federal regulations and laws governing business operations.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes and practices teamwork in all activities.

**SUPERVISION:**

No direct supervisory responsibilities.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Juris Doctorate degree required. Licensed to practice law in the state(s) of assignment.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

License to practice law in the state(s) of assignment.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Responsible for conducting legal research requirements for the Agency.

Responsible for providing legal consultation on matters concerning subpoenas, requests for records and other legal discovery requests.

Provide support to case management contract with court attendance, staff preparation for trials, appeals, addressing no reasonable efforts findings, and managing Interstate Compact on the Placement of Children (ICPC) cases.

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Employee Printed Name

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Date

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Employee Signature