

ATTORNEY I

NATURE AND VARIETY OF WORK

This is entry level exempt professional legal work in County government. Incumbents perform routine less complex legal assignments in preparation for administrative hearings and/or adjudication. Work is performed under close supervision from a higher level attorney.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists higher level attorneys in the preparation of cases.

Performs legal research as delegated by a higher level Attorney.

Handles routine administrative hearings and trials in the District Court of Maryland.

Prepares opinions on legal questions.

Drafts routine pleadings.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of the principles and practices of law.

Working knowledge of the sources of legal references.

Working knowledge of local, State and federal laws and court decisions affecting the practice of law at the County level.

Ability to perform legal research.

Ability to express ideas effectively, both orally and in writing and prepare legal documents.

MINIMUM QUALIFICATIONS

Graduation from an accredited law school; or any combination of experience and training which provides the required knowledges, skills and abilities.

ADDITIONAL REQUIREMENTS

Eligibility to practice law in the State of Maryland.

REVISED: 2/75

REVISED: 10/88