

ATTORNEY II

NATURE AND VARIETY OF WORK

This is full performance level exempt professional legal work in County government. Incumbents prepare cases of average complexity for trial and try cases in the lower courts (e.g., District Court). Cases encountered at this level normally are within the framework of established case precedents. Work is performed under general supervision from a higher level attorney.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs legal research and renders opinions on legal questions assigned.

Prepares and presents cases of limited complexity before administrative tribunals and the District Court of Maryland.

Assists higher level attorneys in the preparation of more difficult cases, including drafting pleadings.

Conducts depositions in Circuit Court and Federal District Court cases.

Drafts routine contracts with public and private organizations.

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

Good knowledge of the principles and practices of law.

Good knowledge of the sources of legal references.

Good 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.

Ability to prepare and try cases of limited complexity.

MINIMUM QUALIFICATIONS

Graduation from an accredited law school, plus one (1) year of legal experience as an Attorney; 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