

ATTORNEY III

NATURE AND VARIETY OF WORK

This is senior level exempt professional legal work in the County government. Incumbent handles administrative and court hearings. At this level cases are characterized by the availability of precedents which are usually difficult to interpret or apply. General supervision is afforded this class by a higher level attorney.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs legal research and renders opinions on legal questions assigned.

Prepares cases of average complexity for trial and tries cases in Circuit Court; prepares and tries appeals of administrative hearings in Circuit Court.

Assists higher level Attorneys in the preparation of more difficult cases

Drafts language for moderately complex contracts and negotiates routine contracts.

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

Considerable knowledge of the principles and practices of law.

Considerable knowledge of the sources of legal references.

Considerable 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 average complexity.

MINIMUM QUALIFICATIONS

Graduation from an accredited law school, plus two (2) years of legal experience, including one (1) year of experience with work at the Attorney II level; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Eligibility to practice law in the State of Maryland.

REVISED: 2/75
REVISED: 10/88