

ATTORNEY V

NATURE AND VARIETY OF WORK

This is exempt level professional and lead/supervisory work in the Office of Law. Incumbents independently handle major litigation and specialized function areas. Generally, the work in this class presents issues that are controversial, or are unprecedented, so that the novel issues require decisions that constitute policy pronouncements once approved by superior. Employees are expected to exercise an extensive amount of judgment and independence on all assignments given. General supervision is received from a higher level attorney.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises subordinate staff and participates in performing legal research and preparing cases to be tried in court.

Performs legal liaison work with Bi-County organizations where the legal issues transcend the jurisdiction of Prince George's County.

Drafts legislation for County Council or the Maryland General Assembly.

Provides advice to the Executive and Legislative branches of the County government.

Serves on County task forces that examine complicated issues and make appropriate recommendations to the County Executive and County Council.

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

Extensive knowledge of the principles and practices of law.

Extensive knowledge of the sources of legal references.

Extensive 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 lead/supervise subordinate level attorneys in the conduct of their work.

MINIMUM QUALIFICATIONS

Graduation from an accredited law school, plus four (4) years of legal experience, including one (1) year of experience with work at the Attorney IV level; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Eligibility to practice law in the State of Maryland.