Department of Administration (DOA)
Division of Legal Services (DLS)
Class: Attorney Confidential Supervisor
Working Title: Deputy Chief Legal Counsel

Position Description

POSITION SUMMARY

Under the direction of the Chief Legal Counsel, this position serves as Deputy Chief Legal Counsel in the Division of Legal Services (DLS). This position supervises a staff of attorneys and other legal professionals in providing legal advice and counsel to the Secretary's Office, divisions and bureaus within the Department, as well as attached boards, commissions and councils, or cabinet agencies as required; and provides the Department with substantive legal counsel. This position acts on behalf of the Chief Legal Counsel when necessary.

GOALS AND WORKER ACTIVITIES

50% A. Provide Legal Counsel.

- A1. Provide legal counsel for the Department as well as attached boards, commissions and councils, or cabinet agencies as required, and other areas as designated by the Chief Legal Counsel or Secretary's Office. Subject matter focus could include on or more of the following areas: public records, information technology, personnel management, procurement, real estate and facilities, or federal funding administration.
- A2. Conduct legal research.
- A3. Review, negotiate, or draft legal documents, including departmental policies, procedures, administrative rules, pleadings, contractual instruments, grants, and other legal documents affecting Department programs.
- A4. Provide legal advice; draft and issue formal and informal legal opinions.
- A5. Provide advice to the Secretary, Deputy Secretary, division administrators and bureau directors on Departmental policy matters and pending litigation, contracts, federal grants, etc.
- A6. Monitor developments and changes in the law and brief Chief Legal Counsel on important developments.
- A7. Mentor or directly supervise attorneys and staff in subject matter area of focus.

40% B. Assist the Chief Legal Counsel in supervision, assignment and review of work in the Division of Legal Services, and office management.

- B1. Participate in employment interviews and recommend hiring to Chief Legal Counsel.
- B2. Evaluate staff performance and take action as necessary to maintain quality personnel.
- B3. Recommend to Chief Legal Counsel formal discipline up to and including discharge following applicable contracts, departmental policy and standards established to maintain highly qualified persons in staff positions.
- B4. Assist in management decisions regarding work assignments.
- B5. Conduct periodic staff meetings to provide information, resolve problems, plan goals and discuss related matters.
- B6. Bring procedural and policy problems to Chief Legal Counsel's attention.
- B7. Mentor and directly supervise attorney supervisors.
- B8. Serve as the primary liaison for litigation referrals to the Wisconsin Department of Justice or Outside Counsel; track litigation and maintain internal system for case management.
- B9. Assist Chief Legal Counsel with preparing Division budget requests, attend budget status meetings and make recommendations to Chief Legal Counsel.

10% C. Perform other duties as assigned. Other duties may include the following.

- C1. Represent agencies of the State of Wisconsin as attorney of record in adversarial administrative proceedings in the event of DLS staffing shortages.
- C2. Recommend agency policy in various matters concerning agency programs.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of quantitative and qualitative differences in attorney performance and skills to evaluate such performance.
2. Knowledge of quantitative and qualitative differences in attorney work assignments and skills to effectively assign work.
3. Knowledge of effective law office management and skills to accomplish such management.

4. Knowledge of effective personnel management and supervisory techniques and possession of the people skills necessary to accomplish such management.
5. Legal analysis skills and the ability to conduct legal research and write well.
6. Knowledge of the role of law in policy formulation and implementation and skills necessary to effectively provide legal advice in such a setting.
7. Ability to negotiate and mediate legal issues.
8. Knowledge of legislative and administrative rule drafting techniques.
9. Knowledge of Affirmative Action and Civil Rights principles and a grasp of the concepts of fairness and equal opportunity.
10. General knowledge in the areas affecting Department programs such as public records, information technology, personnel management, procurement, real estate and facilities, and federal funding administration.
11. Thorough knowledge and skill in conducting legal research.
12. Ability to communicate clearly orally and in writing.
13. Ability to communicate assertively, directly, and concisely.
14. Skill in coaching, counseling and evaluating professional staff.
15. Ability to assemble, analyze and organize facts and to logically, clearly and concisely present information to non-legal staff.

SPECIAL REQUIREMENTS

- Licensed to practice law in the State of Wisconsin and in good standing with the Wisconsin State Bar Association.