

**CLASS TITLE: CHIEF LEGAL COUNSEL – LITIGATION
(DEPARTMENT OF ADMINISTRATION)**

Class Code: 02993900

Pay Grade: 42A

EO: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Under the general direction of the Administrative and Legal Support Services Administrator, to provide statewide coordination of contested cases in state and federal courts, and before tribunals, boards and commissions; to present cases as appropriate; to advise the Administrative and Legal Support Services Administrator about general matters involving state litigation; to coordinate the dissemination of relevant information; as requested, to assist in settlement negotiations; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Administrative and Legal Support Services Administrator with considerable latitude for the exercise of independent initiative and judgment; work is subject to review through conferences and written reports for satisfactory performance, results obtained and conformance to prescribed policies or procedures.

SUPERVISION EXERCISED: Supervises subordinate professional and administrative staff in the Division of Legal Services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To coordinate the preparation and presentation of state litigation in all appropriate forums, including cases presented by the Department of Administration and other state departments and agencies.

To provide a global overview of the various agency and departmental legal proceedings, ensuring a cooperative and mutually beneficial development of strategies in cases wherein precedents have or could be established.

As necessary or assigned, to prepare and present cases before tribunals, agencies, or courts, and, as appropriate and authorized, negotiate settlements.

To serve as a resource for various departments.

To evaluate and disseminate information about decided cases, and supervise the maintenance of appropriate data bases.

As necessary, to participate in various litigation-related training and informational programs.

To coordinate legal strategy with the Office of Attorney General.

In coordination with the Administrative and Legal Support Services Administrator and the Office of Attorney General, to litigate or settle cases in various forums.

To review recent decisions in various forums and suggest topics for negotiations or legislation based on adverse decisions, or unclear language.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of litigation, administrative hearings, and other contested hearings, and the ability to apply said techniques; the ability to assist in planning, developing, and coordinating the work of a staff engaged in contested litigation cases; the ability to establish effective working relationships with departmental legal personnel, and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from an accredited law school; and

Experience: Such as may have been gained through: extensive employment or practice in civil litigation, including involvement in areas such as civil cases, administrative hearings, mediations and/or arbitrations and other contested hearings.

Or, any combination of education and experience that shall be substantially similar to the above education and experience.

SPECIAL REQUIREMENT: Must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: May 14, 2017