

**CLASS TITLE: SENIOR LEGAL COUNSEL**

**Class Code: 02992100**  
**Pay Grade: 34A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform legal advice and services in a state department or agency on issues posing complex legal interpretations and extensive research of law, rules and regulations; to train, instruct and supervise entry level legal staff; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is subject to review of conformance to established policies, rules, regulations and provisions of law.

**SUPERVISION EXERCISED:** Trains, instructs and supervises entry level legal staff members and clerical support staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide legal advice and services in a state department or agency on issues posing complex legal interpretations and extensive research of law, rules and regulations.

To provide instruction and training to subordinate legal staff in the performance and execution of legal services and to review such work performed for results obtained and conformance to law, rules, regulations, policies and procedures.

To serve as a hearing officer for cases of a complex and difficult nature requiring the interpretation and enforcement of applicable laws, rules and regulations.

To prepare legal documents, as well as draft rules, regulations, laws, legislation and amendments thereto.

To perform extensive legal research relative to various departmental or agency issues or the preparation and presentation of cases in court.

To prepare in-depth reports, briefs, papers and recommendations on legal matters.

To be responsible for analyzing pertinent information and evidence in order to provide legal opinions to departmental or agency staff personnel for the proper execution of their responsibilities.

To review and evaluate departmental programs from a legal perspective and to propose appropriate changes.

To gather and analyze evidence for cases and review pertinent decisions, policies, regulations, and other legal matters pertaining to such case and to represent the agency in court.

To interact and coordinate legal activities with other legal staff and various other state departments and agencies.

To be responsible for the development and maintenance of legal service programs designed for client groups and to consult with such groups on legal program matters.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the methods, practices and procedures of governmental law; the ability to interpret the provisions of state and federal laws and to prepare opinions relating thereto for use in the administration of the functions of the department; the ability to function as a hearing officer; the ability to prepare briefs, rulings and miscellaneous legal documents; the ability to research and draft rules and regulations having the force and effect of law while

remaining consistent with the purpose and provisions of the law; the ability to exercise independent judgement in making decisions in complex and difficult cases involving legal matters; the ability to train, instruct and supervise entry level legal staff; the ability to prepare detailed reports and recommendations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules, regulations, policies and decisions.

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

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

Class Created: July 14, 1991

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