

STAFF ATTORNEY

LOCATION: Branch Office

DATE: December 6, 1991

JOB SUMMARY

The STAFF ATTORNEY works under the direction of the MANAGING ATTORNEY. Analyzes legal ramifications of a case or question, conducts research with reference to the important issues of a case, prepares pleadings and briefs, and summary opinions, and provides legal advice and assistance and represents clients in court or before administrative hearings. Conducts public and community relations activities and performs other duties as deemed necessary.

JOB DUTIES

1. **LEGAL RESEARCH:** Identifies and researches relevant cases and conclusions with reference to specific legal questions; researches relevant statutes, regulations, legislative histories, prior decisions and other case law; locates obscure or hard to find cases, researches complex or ill-defined subject areas and indexes decisions, locates and makes notes of pertinent research data according to search specifications and parameters.
2. **LEGAL ANALYSIS:** Identifies key issues in a case or question and draws analogies from established precedents and distinguish cases; evaluates alternative conclusions and analyzes the consequences/implications of alternatives; integrates facts and law to form legal and persuasive conclusions.
3. **LEGAL WRITING:** Drafts pleadings, briefs, and answers to complaints; reviews complaint and/or case transcripts and exhibits; prepares reports using specific formats summarizing case issues, position of parties, facts of the case, etc.; presents written or verbal legal arguments to support client's position or to counter arguments of opposing parties.
4. **PROVIDES PROFESSIONAL ADVICE AND ASSISTANCE:** Evaluates and clarifies requests for legal assistance; answers questions about the legal ramifications, implications and possibilities, associated with different situations; advises individuals of the legal status and characteristics of their complaint or problem and of the possible involvement of NMRLS in seeking resolution; proposes course of action to either continue a case or close a case and provide explanation to guide later activity; represents clients in court or before administrative hearings.
5. **CASE MANAGEMENT:** Establishes work objective and priorities; updates and monitors status of case files; maintains file of forms, information, correspondence, etc. relevant to cases; reviews work performed by others and entered into case files.
6. **GATHERING INFORMATION:** Clarifies issues and research requirements through client interviews, reviews case files, or in conference with PARALEGALS, obtains

information, facts, evidence and materials that are important or relevant for a case or project and completes intake forms; formulates questions to elicit required information; requests and integrates information from sources within and outside the NMRLS agency; clarifies ambiguous information and resolve issues of fact; investigates client claims; evaluates program eligibility based on personal data such as income status.

7. **EMPLOYEE-ORIENTED SUPERVISION:** Makes assignments of tasks and activities to support personnel; provides instruction and establishes performance expectations for work activities; clarifies assignments, coaches, and counsels support personnel who requests guidance or who are observed to have difficulty in performing their task and fulfilling performance expectations; modifies assignments, reallocates work to accommodate changing priorities and work load, and provides changed instructions, feedback, and recognition to support personnel.
8. **PUBLIC AND COMMUNITY RELATIONS:** Establishes and maintains working relations with related agency personnel, court personnel, and others who are parties at interest to activities engaged in by NMRLS.
9. **PERFORMS OTHER DUTIES AS DEEMED NECESSARY.**

JOB SKILL REQUIREMENTS

1. **PROBLEM SOLVING:** Ability to evaluate and integrate data and information from multiple sources to formulate logical conclusions and recommendations.
2. **SCHEDULING AND COORDINATING ABILITIES:** Skill in making arrangements, scheduling work, and coordinating and orchestrating activities.
3. **SPOKEN COMMUNICATION SKILLS:** Ability to prepare and deliver presentations to summarize a position or describe an assignment by selecting words that convey one's intention precisely without ambiguity and which present ideas in an order or arrangement that is meaningful and persuasive.
4. **EMPLOYEE ORIENTED SUPERVISION SKILLS:** Ability to explain or demonstrate work techniques to others, provide feedback on their performance, recognize and capitalize on conditions and situations to improve performance.
5. **PUBLIC RELATIONS SKILLS:** Knowledge of social protocol when interacting with people at different levels both inside and outside the organization and develop and maintain cordial relationships.
6. **CRISIS MANAGEMENT SKILLS:** Ability to adjust one's pace of activity to keep up rapidly occurring events or changing conditions and circumstances and full fill job requirements.
7. **WRITTEN COMMUNICATION SKILLS:** Ability to prepare pleadings, briefs, answers to complaints, reports, or other written material for use by others which is organized,

clear, persuasive, or otherwise meets its intended purpose.

MINIMUM QUALIFICATIONS:

Completion of all requirements for a law degree from an accredited institution. Must be admitted to practice law, or currently applying for admission to practice, in the State of Mississippi. Must be admitted to practice law, or currently applying for admission to practice, in the State of Mississippi. Must provide own transportation for field work.