

Nebraska Department of Education
Classification Specification
Established: 10/01 Revised: ~~6/07~~56/14

Job Code: EDB021/EDR021/EDO021
Paygrade: 47

Legal Counsel I

Purpose of Class: Provides routine legal assistance pertaining to the administration of the law in the Agency; conducts legal research; makes determinations of a professional nature.

Distinguishing Characteristics

Level: First in a series of four

Work Direction Received: Works under general supervision.

Direction of Others: None

Scope/Nature of Discretion: Limited discretion; performs duties and exercises some independence within well-defined boundaries

Examples of Duties

Researches and interprets laws, regulations, court decisions, and other sources of legal information for the preparation of legal opinions, papers and legislation.

Communicates with staff, educators, clients, attorneys and other interested parties concerned with legal, educational, and departmental matters.

Drafts and analyzes legal documents.

Prepares correspondence involving legal and educational questions.

Minimum Qualifications

Juris Doctor from an accredited law school and admission to the Nebraska State Bar Association.

NOTE: No substitutions for the Juris Doctorate since that level of education is required in order to practice law in Nebraska and be admitted to the Nebraska State Bar.

Knowledge and Abilities

Knowledge

- Principles and practices of civil law administration, judicial procedures, and rules of evidence
- Principles and practices of legal research and procedures of trial and administrative hearings
- Techniques of preparing/drafting legal documents and forms

Abilities

- Prepare and draft legal documents
- Interpret and apply statutes, rules and regulations, case law, administrative policies, and decisions of administrative hearings
- Conduct legal research and investigations
- Interact with management, staff, and other governmental employees, the public, and representatives of parties
- Communicate in writing to summarize and exchange legal findings and conclusions
- Prepare and communicate orally the facts, legal opinions, and arguments of a case