

Nebraska Department of Education  
Classification Specification  
Established: 1/03 Revised: 6/14

Job Code: EDB031/EDR031/EDO031  
Paygrade: 50

## Senior Legal Research Analyst

**Purpose of Class:** Under the direction of General Counsel, provides legal research and carries out projects of a complex nature for the legal unit of the Commissioner's Office.

### Distinguishing Characteristics

**Level:** Not applicable – no classification above or below this one

**Work Direction Received:** Limited

**Direction of Others:** None

**Scope/Nature of Discretion:** General discretion; performs duties with moderate opportunity to exercise independence within broadly-defined policies and procedures

### Examples of Duties

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

Develops and maintains reference and research materials for the legal unit.

Develops procedures and materials for the legal unit.

Carries out complex research and analysis of legal and policy issues.

### Minimum Qualifications

Juris Doctor from an accredited law school, admission to the Nebraska State Bar Association, and four years of experience in the practice of law related to Agency programs or state government and experience in legal research in K-12 administrative law and constitutional law.

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

- State and federal statutes/regulations, case law, and constitutional provisions pertinent to Agency programs
- Principles and practices of legal research
- Techniques of preparing/drafting legal documents and forms

#### Abilities

- Communicate in writing to summarize and exchange legal findings and conclusions
- Conduct legal research
- Organize and maintain reference and research materials