

## EDITED KSAPC LISTING

**CLASSIFICATION:** Assistant Chief Counsel

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of legal and ethical principles to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.
K2.	Comprehensive knowledge of legal research methods to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.
K3.	Comprehensive knowledge of court procedures to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.
K4.	Comprehensive knowledge of rules of evidence and procedures to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.
K5.	Comprehensive knowledge of administrative law and the conduct of proceedings before administrative bodies within an assigned area to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.
K6.	<b>Comprehensive knowledge of effective communication skills to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.</b>
K7.	Comprehensive knowledge of principles of public administration to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.
K8.	Basic knowledge of principles of personnel management to assign, review and evaluate the work of attorneys and support staff.
K9.	<b>Basic knowledge of state governmental accounting and budget policies and practices to manage your assigned legal unit's expenditures, allotments, workload, and resource needs.</b>
K10.	Basic knowledge of principles of supervision to assign, review and evaluate the work of attorneys and support staff.
K11.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) program and objectives to ensure a work environment free of discrimination and harassment.
K12.	<b>Basic knowledge of the Department's return to work policies (e.g., workers' compensation, reasonable accommodation, etc.) and objectives to ensure a work environment free of discrimination or retaliation.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Analyze legal principles and precedents and apply them to complex legal and administrative problems to provide advice, make recommendations, give presentations, and participate in negotiations consistent with relevant legal authority.
A2.	Present oral and written statements of fact, law, and argument clearly and logically consistent with relevant legal authority.
A3.	Draft opinions, pleadings, rulings, regulations, and legislation consistent with relevant legal authority.
A4.	Supervise staff who draft opinions, pleadings, rulings, regulations, and legislation consistent with relevant legal authority.
A5.	Present cases in court or administrative proceedings consistent with relevant legal authority.
A6.	Supervise staff who present cases in court or administrative proceedings consistent with relevant legal authority.
A7.	<b>Confer with attorneys and representatives from state agencies, boards, commissions, and other entities to represent the Department's interests.</b>
A8.	<b>Act as a liaison between the Department and the Office of the Attorney General and contract counsel involving legal matters on behalf of the Department and its employees.</b>
A9.	Plan, organize, and direct the work of a legal staff to provide advice, recommendations, presentations, and negotiations that are consistent with relevant legal authority.
A10.	Apply and enforce the Department's EEO program consistent with relevant legal authority.