

The Maryland-National Capital Park and Planning Commission

TITLE: Associate General Counsel III **GRADE:** K **CODE:** 2422
SERIES: Legal **DATE:** 1/13/88

Class Definition

Under general direction, supervises the overall functions of a legal unit to perform professional legal work, involving considerable responsibility, complexity, and variety. Manages case load. Conducts legal research, investigates cases, writes legal documents, negotiates settlements, and argues most complex cases in court. Legal work deals primarily with planning, parks, and administrative matters.

Examples of Important Duties

1. Supervises unit. Plans, schedules, and assigns work of professional staff. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves leave requests.
2. Defines goals and objectives for Unit. Develops policies and procedures. Manages case load. Sets priorities. Coordinates activities with other Commission units.
3. Provides advice on most difficult cases. Reviews agenda items and other documents, meets with Commission staff, and attends Planning Board meetings to analyze issues and provide legal advice on most complex matters related to planning, parks, and administration of Commission.
4. Litigates complex cases. Meets with Commission officials and staff to define goals and objectives, plan strategy, and budget resources needed. Investigates facts and researches legal issues. Writes and files legal briefs, charges, and motions with court. Argues cases in court. Negotiates settlements.
5. Conducts complex legal research. Reviews legal codes, case reports, law reviews, public records, and other reference books and journals to analyze legal issues, answer legal questions, and identify relevant laws and cases. Forms legal opinions. Reviews proposed state and local legislation to assess impact on Commission. Reviews draft resolutions and contracts for legal sufficiency. Drafts resolutions, legal briefs, motions, contracts, opinions, and other legal documents.

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Examples of Important Duties (Continued)

6. Investigates most complex cases. Reviews Commission documents. Interviews witnesses, Commission staff, and other sources of information. Obtains copies of records, photos, and documents. Analyzes case documents and information. Writes reports and meets with other attorneys to discuss issues, options, and recommendations for each case.
7. Coordinates externally on special or unique matters. Meets with Commission staff, citizens, community groups, business groups, and other government agencies to explain legal matters and resolve major problems related to actions of Planning Board or Commission departments. Exchanges information with other government agencies regarding legal matters which affect Commission. Negotiates with other government agencies to exchange or lease property.
8. Keeps records. Maintains confidential case records and documents.

Important Worker Characteristics

- A. Considerable knowledge of (1) civil law; (2) Commission activities*; (3) Commission organization*; (4) Commission policies and procedures*; (5) court system; (6) equal employment opportunity; (7) Merit System regulations; (8) parks; (9) planning; (10) public administration; (11) supervision.
- B. Skill in operation of (1) auto; (2) calculator.
- C. Ability to (1) analyze facts; (2) solve complex problems involving many variables; (3) calculate fractions, decimals, and percentages; (4) read technical reports and correspondence; (5) write technical reports and correspondence; (6) use proper spelling, punctuation, and grammar; (7) proofread typed materials; (8) speak clearly; (9) organize work efficiently; (10) provide courteous service.

* Developed primarily after employment.

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Minimum Qualifications

1. Graduate law degree.
2. License to practice law in state of Maryland.
3. Four years of progressively responsible experience as an attorney.
4. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Works in office. Considerable pressure to meet deadlines.