

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6501600

Supervising Attorney, M-4

Brief Description of Class

Supervising Attorneys oversee the work of attorneys and other staff in an agency Counsel's office and provide expert legal advice to management. Those positions with a parenthesis perform similar activities, but within a recognized legal specialty.

These positions are classified in various State agencies.

Distinguishing Characteristics

Supervising Attorney: supervises a group of Associate and Senior Attorneys; may serve as second in charge of a major legal division or program or an agency's legal office; provides expert legal advice and opinions to management and staff.

Illustrative Duties

Supervising Attorney: supervises lower-level attorneys and reviews and approves completed work; supervises and reviews the preparation of and approves a wide variety of legal documents; directs training of staff, including developing and implementing general legal training programs and programs specific to the needs of the agency legal program; reviews and approves rules and regulations proposed by agency staff; reviews and monitors the handling of hearings by agency staff and reviews decisions of hearings; prepares and supervises the preparation of proposed legislation, advises legislators and their staff about preparing legislation, prepares supporting memoranda, and evaluates bills introduced in the legislature for the impact on agency operations and programs; reviews proposed and enacted laws and rules of localities to ensure their compliance with State and federal laws, rules, and regulations; provides counsel and advice to management staff about complex legal matters and the interpretation and implementation of State and federal legislation and court decisions, memoranda of understanding, and other negotiated agreements, and development of contracts and procurements, Requests for Proposals, and Invitations for Bid; evaluates and approves legal interpretations, advisory opinions, forms, policy memoranda, and other documents prepared by staff; drafts and revises the most complex, sensitive, or novel legislation, regulations, legal interpretation, advisory opinions, and other documents; develops and

approves legal strategies for sensitive cases and matters; discusses and negotiates with attorneys about claims, complaints, lawsuits, contracts, and other legal matters; provides advice related to data, information security, and privacy; may represent the agency in legal proceedings or with the Office of the Attorney General; advises agency staff and representatives from other State and local agencies about legal matters; prepares legal actions to enforce laws, rules, regulations, and rulings; and may serve as the agency's ethics or FOIL appeals officer.

Minimum Qualifications

Supervising Attorney

Promotion: one year of service as an Associate Attorney.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

06/2024

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