

APPEALS COURT ATTORNEY (UNCLASSIFIED)

KIND OF WORK

Entry level professional legal work.

NATURE AND PURPOSE

Under general supervision by a Workers' Compensation Court of Appeals judge, performs legal research; drafts legal opinions, orders and memoranda; and performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Draft legal opinions by attending oral arguments and conferences, reading transcripts, researching law, summarizing facts, analyzing legal issues and recommending dispositions.

Review and draft legal orders on motions, stipulations, requests for hearing and other requests for relief.

Draft legal memoranda by summarizing facts, analyzing legal issues and recommending dispositions.

Perform other duties as assigned by chief judge or administrator judge through assigned judge.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are essential at entry, others are preferred.)

Knowledge of:

\* Law sufficient to have obtained a JD from an accredited law school.

Workers Compensation statutes, rules and regulations.

Ability to:

\* Thoroughly research and impartially analyze facts and legal issues.

\* Draft clear, concise and accurate legal documents.

LEGAL OR LICENSURE REQUIREMENTS

Admission to practice law in the State of Minnesota.

EST.: 6/87