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| **STATE OF SOUTH DAKOTA****Career Banding Questionnaire**Attorney |
|  **EMPLOYEE SECTION** |
| 1. **Personal Data**
 |
| *Name:* | *Position Number:*  | *OR Employee Number:* |
|  |  |  |
| *Job Class or Position Title:* | *Working Title (if different):* |
|  |  |
| *Division/Program – Work Location:* | *Supervisor’s Name:* |
|  |  |
| 1. **Purpose**

The purpose of a job is the primary reason why the job exists.  |
| *In one or two sentences, describe the purpose of your position.* |
|  |
| 1. **Accountabilities**

Accountabilities are the major areas of responsibility in your job.  |
| 1. Group your job tasks into the following *accountabilities.* For each area that you are responsible for, complete an accountability section (beginning on the next page).
* **Litigation**
* **Legal Research & Interpretation**
* **Legal Counsel**
* **Legislation / Rule Making / Policies**
* **Contract Preparation / Contract Review**
* **Hearings and Adjudication**
* **Human Resource Management (Supervision)**
1. If you perform additional tasks that do not fit under any of the accountabilities listed above, identify one or more additional accountabilities and specify the related tasks you perform.
	* Two additional accountability sections are provided. To add another accountability section: Unprotect the document (click Developer tab, Restrict Editing option, Stop Protection button) and copy a blank accountability section. Do not re-protect the document and do not password-protect the document.
2. Email the completed document to your supervisor for review.
3. If you need to add more accountability sections than what is provided, follow these steps:

**Microsoft Word 2010**1. Unprotect the document (*Developer → Restrict Editing*).
2. Choose *Stop Protection*.
3. Copy a current *Other Accountability* section and paste it on an additional page.
4. Protect the document (*Developer* *→ Restrict Editing*, choose *Yes, Start Enforcing Protection,* choose *OK*.).
 |

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| --- | --- |
| 1. Accountability: **Litigation**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:* |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List any other people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

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| 1. Accountability: **Legal Research and Interpretation**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| 1. Accountability: **Legal Counsel**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| 1. Accountability: **Legislation/Rule Making/Policies**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:* |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| 1. **Accountability: Contract Preparation / Contract Review**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

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| --- | --- |
| 1. **Accountability: Hearings and Adjudication**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

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| --- | --- |
| **7. Accountability: Human Resource Management (Supervision)** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List names and titles of staff who report to you (if any):* |
| *
 |
| *If you perform supervisory tasks for employees you do not formally supervise, list their names and titles, and describe the type of supervision you provide:* |
| *
 |

|  |  |
| --- | --- |
| **8. Accountability:**  | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| **9. Accountability:**  | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:*  |
| *
 |
| *Describe the nature of the technical oversight, training and work review you provide to others:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

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| 1. **Knowledge Requirements for the Position**
 |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required at entry for this position?*  |
| *Knowledge:*       |
| *Skills:*       |
| *Education (including licenses or certificates):*       |
| *Experience:*        |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required of a fully trained and competent employee in this position?* |
| *Knowledge:*       |
| *Skills:*       |
| *Education (including licenses or certificates):*       |
| *Experience:*       |
| 1. **Your Education & Experience**
 |
| *Describe your education (list all post-secondary education; if degree obtained list major; if no degree, list major or coursework, and number of years or semester hours).* |
| *
 |
| *List any professional licenses or certificates you hold.* |
| *
 |
| *List all Attorney-related jobs you have held (list title, employer, brief summary of duties, and number of years job was held).* |
| *
 |
| *Describe areas of knowledge or skill you have that contribute to successful job performance.* |
| *
 |
| *List any training you have received that contributes to successful job performance.* |
| *
 |
| 1. **Changes**
 |
| *If applicable, describe how your job has changed over the past two years.* |
| *
 |
| *If applicable, describe any changes you anticipate will occur in your job in the next two years.* |
| *
 |
| 1. **Comments**
 |
| *Describe any comments you feel may be relevant in describing your current position.* |
| *
 |
| **Employee Signature:** (type name to sign document)      | **Date:**      |

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| **SUPERVISOR SECTION** |
| *Employee Name:* | *Supervisor Name* |
|  |  |
| 1. **Information Accuracy**
 |
| *Comment on the accuracy of the information provided by the employee throughout the Employee’s CBQ.* |
| *

*Is the information in Section IV (Knowledge Requirements) accurate?* [ ] *Yes* [ ] *No If not, please comment.* *
 |
| 1. **Scope & Complexity of Position**
 |
| *What are the most important aspects of this position?* |
| * +
 |
| *What are the most complex aspects of this position?* |
| *
 |
| *If this employee is specialized or considered the technical expert in a specific area, describe those area(s) and the complexity of the area(s).*  |
| *
 |
| 1. **Career Path**
 |
| *What previous experiences are needed for employees filling this position?* |
| *
 |
| *What is the next position that people in this job typically move to?* |
| *
 |
| *What positions are perceived to be similar in scope and complexity to this position?* |
| *
 |
| **Supervisor Signature:** (type name to sign document)      | **Date:**      |