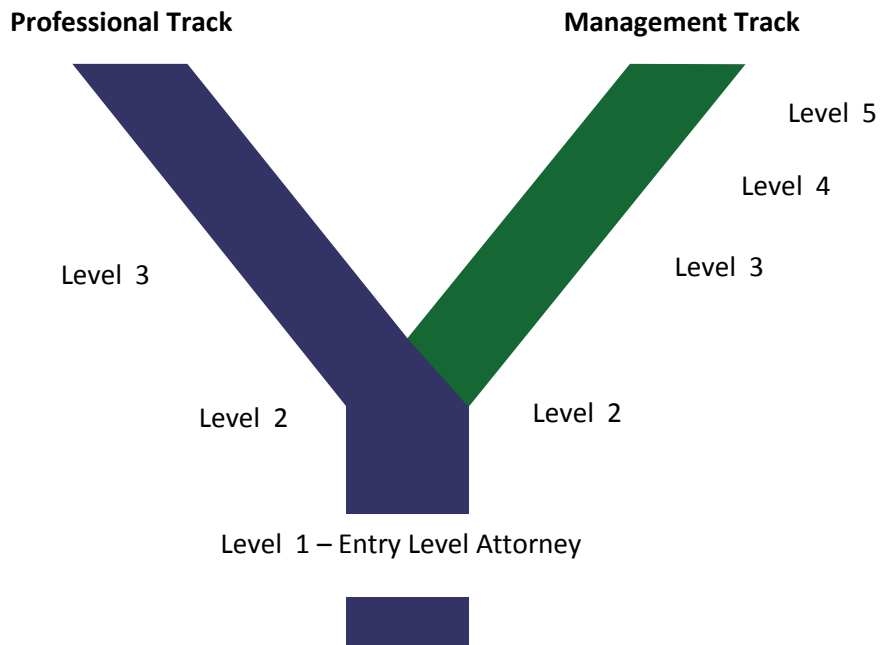


STATE OF SOUTH DAKOTA ATTORNEY CAREER BAND

Nature of Work

Positions in this banded class perform the full range of legal services for the State of South Dakota in the Executive Branch, including the Attorney General's office. Typically, entry level attorneys will start at Level 1. Some attorney positions will remain at Level 1 due to the nature and complexity of work assigned or available in that agency. Movement to higher levels will depend on the duties assigned to the position. Higher levels in this band encompass supervisory functions, as well as the highest levels of legal complexity.



SOUTH DAKOTA ATTORNEY CAREER BAND LEVELS

Attorney I

Class Code: 807011 L1

Attorneys at this level will typically serve in one or more of the following capacities:

- Hearings Officer – serves as a hearings officer or administrative law judge for an agency/division outside the Office of Administrative Hearings. Hearings involve specific assigned areas related to the agency, such as unemployment insurance benefits/tax appeals, workers compensation or other employment-related appeals, Medicaid disability, and economic assistance/fraud.
- Staff Attorney – serves as an entry level staff attorney with the intention of eventual movement to a higher level staff attorney position; or as legal counsel serving in a specific, defined role within an agency that will not develop into a more complex role.
- Entry-level Trial attorney – serves as an entry level litigator - may serve as an assistant to a more experienced trial attorney on complex cases, or assigned litigation duties on less complex cases
- Attorney General’s Office – entry level attorney in the Attorney General’s Office

Minimum Qualifications: Juris Doctorate and eligible to be licensed to practice in the State of South Dakota.

Attorney II

Class Code: 807012 L2

Attorneys at this level typically serve in one or more of the following capacities:

- Hearings Officer –Bureau of Administration’s Office of Administrative Hearings – conducts administrative hearings concerning a wide variety of administrative matters originating across all state agencies, boards and commissions. Differentiated from agency-specific hearing officers/A.L.J.’s by the breadth and complexity of hearings conducted.
- Staff Attorney – experienced legal counsel for an entire agency or in a specialized, complex area. Distinguished from level 1 by the level of expertise demonstrated, as well as less reliance on contracted legal services outside the agency or from the Attorney General’s office
- Trial Attorney – experienced litigator - primary purpose of the position is to provide litigation services.
- May supervise paraprofessional legal staff; hearings officer(s); or other staff in addition to serving as legal counsel.

- Attorney General's office –experienced attorneys in the AG's office

Minimum Qualifications: Juris Doctorate and eligible to be licensed to practice in the State of South Dakota. Attorneys entering this level will typically have 3-8 years of related experience.

Attorney III **Class Code: 807013 L3**

Attorneys at this level typically serve in one or more of the following capacities:

- Highly experienced Staff/Trial Attorney in an agency marked by extreme complexity, with minimal reliance on outside legal services
- BOA Office of Administrative Hearings Chief Hearings Officer – Serves as the Director of the Office of Administrative Hearings, conducts administrative hearings, and supervises hearings officer(s) and other administrative staff.
- Attorney Supervisor – supervises attorneys and legal staff for an agency/division
- Attorney General's office – highly experienced/seasoned attorneys with complex caseloads

Minimum Qualifications: Juris Doctorate and eligible to be licensed to practice in the State of South Dakota. Attorneys entering this level will typically have 8-12 years of related experience.

Attorney IV **Class Code: 807014 L4**

Attorneys at this level will typically serve in the following capacities:

- Legal Director – head of legal division in the largest agencies with a litigation division
- Attorney General's office – highly seasoned and experienced attorneys who oversee a specific unit within a division of the AG's office, such as appellate, civil, and drug prosecution/criminal litigation units.

Minimum Qualifications: Juris Doctorate and eligible to be licensed to practice in the State of South Dakota. Attorneys entering this level will typically have 12 or more years of related experience.

Attorney V**Class Code: 807015 L5**

Attorneys at this level will typically serve in the following capacity:

- Attorney General's office – division directors over appellate, civil, and litigation divisions

Minimum Qualifications: Juris Doctorate and eligible to be licensed to practice in the State of South Dakota. Attorneys entering this level will typically have 12 or more years of related experience.