

POSITION DESCRIPTION

DOA-15302 (C07/2015)
PREVIOUSLY OSER-DMRS-10
State of Wisconsin
Department of Administration/Division of Personnel Management

1. Position No. 001245	2. Cert / Reclass Request No. 24-9948 Effective:	3. Agency No. 566
----------------------------------	--	-----------------------------

4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Wisconsin Department of Revenue Secretary's Office Office of General Counsel 2135 Rimrock Road Madison, WI 53714
6. CLASSIFICATION TITLE OF POSITION Attorney	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	8. NAME AND CLASS OF FORMER INCUMBENT Kelly Altschul, Attorney
9. AGENCY WORKING TITLE OF POSITION Attorney	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Mark Zimmer, Attorney
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Dana Erlandsen Chief Legal Counsel	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes [] No [X]
IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION

— GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
— WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
— TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES
	SEE ATTACHED

(Continue on attached sheets)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION

a. The supervision, direction, and review given to the work of this position is [] close [] limited [X] general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

POSITION SUMMARY (Line 14)

Under the supervision and direction of the Chief Legal Counsel for Office of General Counsel (OGC), represent the Department of Revenue in tax cases before the Tax Appeals Commission and in cases before other administrative agencies and the courts, and in assessor decertification proceedings; provide legal advice and opinions; and draft and review tax legislation and rules /decertification.

TIME % GOALS AND WORKER ACTIVITIES (Line 15)

- 35% A. Draft pleadings, briefs, memoranda, discovery documents, opinions, comments and correspondence.
 - A1. Write clearly, concisely and grammatically. Draft well-organized documents. Include correct citations to appropriate authorities or to the record.
 - A2. Draft documents which evidence a coherent theory of the case or inquiry and understanding of the legal issues presented. Address or anticipate the opposing party's issues or defenses.
 - A3. Write persuasively. Select issues and arguments which maximize the probability of a favorable result.
 - A4. Be timely. Meet deadlines established by law, administrative agencies, clients and supervisors. Complete written assignments sufficiently in advance of deadlines to allow non-disruptive clerical processing and review prior to filing.

- 35% B. Litigate and orally argue cases.
 - B1. Appropriately evaluate request for representation. Assess strengths and weaknesses of potential cases. Recommend and justify an appropriate course of action.
 - B2. Use proper discovery techniques or appropriately respond to discovery requests. Demonstrate appropriate use of depositions. Develop effective methodology for organizing evidence.
 - B3. Negotiate effectively. Settle cases as appropriate.
 - B4. Prepare exhibits. Organize exhibits.
 - B5. Interview and prepare witnesses. Assemble documents and exhibits appropriate to the witness.
 - B6. Present or defend the case with a logical and thorough presentation of the evidence or arguments in administrative and judicial forums. Effectively examine and cross-examine witnesses. Make objections consistent with principles and rules of evidence. Make offers of proof and otherwise develop the record as necessary to preserve judicial review.
 - B7. Argue clearly, concisely and persuasively. Answer responsively to questions asked by the examiner.
 - B8. Move cases promptly to resolution.

- 20% C. Advise and counsel clients.
 - C1. Maintain familiarity with the current legal issues pertaining to areas of assignment.
 - C2. Conduct appropriate and complete legal research as needed.
 - C3. Provide timely, clear, concise and correct advice on the proper interpretation, application, or legality of laws, rules, legislation and cases. Deliver advice in a professional manner.
 - C4. Monitor judicial litigation with DOJ counsel.
 - C5. Assist in preparation of OGC litigation reports.

- 5% D. General responsibilities and duties with OGC.
 - D1. Keep Chief Counsel apprised of workload and activities.
 - D2. Meet with clients, legal counsel or Chief Counsel to discuss issues, hearings, client questions, etc.
 - D3. Be proficient with software used by the Department for professional responsibilities and assignments.
 - D4. Maintain professional work hours as required to fulfill the responsibilities of the position.

Attorney (Position # 011245) 05/30/24

- 5% E. Assist OGC in attaining performance measures.
- E1. Participate on teams as assigned.
 - E2. Participate in providing training for Divisions and external customers.
 - E3. Create a positive work environment in OGC by openly exchanging ideas and information, maintaining high ethical standards, treating all employees with respect, and attending staff meetings.

KNOWLEDGES, SKILLS AND ABILITIES

1. Knowledge of rules of civil procedure.
2. Knowledge of tax, real estate, and corporate law.
3. Knowledge of general public sector law (contract, personnel and open records law helpful).
4. Legal analytical skills.
5. Legal research skills.
6. Persuasive writing skills.
7. Oral argument skills.
8. Litigation skills in administrative and judicial forums, including witness preparation and examination.
9. Negotiation skills.
10. Ability to listen to, advise and counsel clients.
11. Ability to manage work efficiently under time pressure.
12. Work effectively and collaborate as a member of a team.
13. Ability to foster and promote the values of diversity and inclusion.
14. Strong interpersonal skills.

Special Requirements:

Accredited law school degree and licensed to practice law in the State of Wisconsin.