At the State of North Dakota, our mission is to empower people, improve lives and inspire success. The State of North Dakota has over 70 state agencies which, along with the North Dakota University System, employ approximately 15,000 team members. We are committed to providing exceptional service to the citizens of North Dakota. We make a difference by working to keep citizens safe, supporting the vulnerable, educating our future leaders, serving as responsible stewards of our resources, assisting with public policy, improving the quality and length of life, and much more!

GENERAL COUNSEL, OFFICE OF THE GOVERNOR

**Summary of Work**
Responsible for providing the Governor with prompt legal advice necessary to support the administration of North Dakota’s government for the benefit of the citizens of North Dakota.

**Responsibilities Include**
- Provide and communicate accurate and thoughtful legal advice to the Governor and the administration.
- Hold a policy portfolio and contribute to developing policy and legislative strategies for the administration.
- Coordinate, research, draft and review executive orders.
- Monitor pending and ongoing litigation impacting the Governor and the administration.
- Review and summarize legislation and draft response messages.
- Manage various criminal justice issues, including extraditions, parole, and pardons; Advise the Governor on state judicial appointments.
- Prepare and monitor the state’s legal response to emergency situations.

**Knowledge, Skills & Abilities**
- A juris doctor degree.
- Licensed to practice law in North Dakota, or eligible for licensure.
- Minimum of seven years’ experience practicing law.
- Executive-level composure and presence with the ability to work effectively under pressure.
- Highly effective communication and collaboration skills demonstrated.
- Possess good instincts for the many immediate actions that are required.
- Knowledge of the legislative process and government operations is desirable.
- Research and analytical skills for immediate and long-term decisions.
- Ability to build and maintain key relationships.
- Ability to provide thorough legal advice on diverse issues within a very short time frame.

**Application Procedures**
Applicants can access the job announcement and online application by clicking the job opening link here [https://ndstatecareers.link/b4d](https://ndstatecareers.link/b4d).

Applicants must complete the online application before December 22, 2021, at 11:59 PM, including a resume and cover letter providing details how your education, work experience, and skills qualify you for this position. For more information or if you need accommodation or assistance in the application or
selection process contact Leanne Schmidt, Senior HR Officer at 701-328-4738, email at lmschmidt@nd.gov, or TDD: 800-643-3916.

This is an unclassified position and is not subject to ND Veterans Preference.

**Equal Employment Opportunity**
The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.