

Legal Affairs Unit

Contact Information: Nicole Anker

Title: Agency Legal Director

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The Legal Affairs Unit is a single unit that is composed of five (5) attorneys, one (1) paralegal; one (1) legal nurse consultant and one (1) administrative assistant. The Legal Affairs Unit is responsible for a variety of legal issues that arise within the Department of Correction. It directly defends the Department of Correction from complaints filed in various administrative forums, including the Commission on Human Rights and Opportunities, the Equal Employment Opportunity Commission, and the Freedom of Information Commission. It also provides support to the Office of the Attorney General to assist that office in the defense of lawsuits brought by inmates, employees, and others in state and federal courts. In addition to its role in defending the agency in various arenas, the Legal Affairs Unit provides legal advice to the Commissioner of Correction, the Deputy Commissioners, Directors, District Administrators, Wardens, Deputy Wardens, Captains and other correctional professionals. It also reviews and drafts policies, legislation, and regulations, accepts legal process such as subpoenas, and drafts declaratory rulings when necessary.

Academic Standing (minimum GPA): 3.0

Preferred Majors: Legal studies/ criminal justice/ political science

Availability (minimum hours/days per week): 10 hours per week (non-summer); 20 hours per week (summer)

Knowledge:

Knowledge of or interest in law or criminal justice system

Skills:

Internet research; computer proficiency. If in law school, knowledge of legal research and writing.