

## **Solicitors Unit**

The various legal tasks performed by the Solicitors Unit include:

- Researching and writing Attorney General opinions;
- Giving legal advice to government agencies through informational memoranda;
- Reviewing government bond documentation;
- Drafting, reviewing, and approving agency rules and regulations;
- Drafting and revising standardized forms for use by agencies;
- Acting as agency counsel at administrative hearings;
- Acting as Fair Hearing Officer at federally-mandated fair hearings for public assistance cases;
- Acting as Hearing Officer at administrative hearings before Boards and Commissions;
- Drafting and/or reviewing procurement contracts;
- Assisting agencies with procurements;
- Reviewing and approving non-procurement agreements such as inter-agency memoranda of understanding, qualifying certificates, and government real property transactions;

- Reviewing and/or drafting bills or legislation as requested by an agency or required by the Attorney General;
- Coordinating responses to *Sunshine Act* requests;
- Assisting with all legal issues related to the notary public program; and
- Assisting in administrative matters related to the Commission on Post-Mortem Examiners.

## **Solicitors Division: 2008 Statistics**

<b><u>Requests for</u></b>	<b><u>Occurences</u></b>
Attorney Assistance	500
Contract Review	611
Administrative Proceedings	32
Administrative Rule & Legislation	10
<b>Total:</b>	<b>1,153</b>