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S-b Attorney Adviser P-970-6
11- Central Intelligence Agency
a - Office of the General Counsel

Under general direction of the Assistant General Counsel for the Office of Special Operations, P-7, is responsible for participating in the over-all legal activities and problems concerning the administration and operation of the Office of Special Operations.

Conducts extensive research on legal aspects of foreign operations and prepares legal opinions and briefs to be used by the Director of Central Intelligence in making decisions and commitments.

Works closely with the officers administering and operating the Special Funds Branch of the Office of Special Operations in order to insure that expenditures are being made in accordance with approved procedures, methods, rules, and regulations from a legal point of view and assists in preparing new or revised procedures as operations demand.

Meets with employees who are to engage in foreign clandestine operations and works out details concerning the handling of their personal affairs and legal problems so that there will be no violation of security and cover arrangements.

Prepares contracts in proper legal form for purchase or development of operational and other materials, contracts for personal services, and any other contracts which are necessary in collecting and disseminating intelligence and intelligence information.

Confers with officials of various Government departments and agencies in order to make special arrangements for handling unusual types of transactions which otherwise would impair activities of the

Office of Special Operations, or result in breaches of security.

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connection with such activities.

Makes investigations and assembles detailed information concerning claims or litigations arising out of employees participation in foreign clandestine operations and prepares legal opinions and briefs in connection therewith.

Represents the Assistant General Counsel for OSO in meetings and conferences where plans and projects are being proposed and discussed in order to interpret Agency methods, procedures, rules, regulations, and laws and assists in arriving at conclusions by suggesting alternate ways that could be used to accomplish the desired objective. Works closely with the Security Office to insure protection of operations from a security as well as legal point of view.

Works closely with the Budget and Fiscal Officer and the Special Funds Division in working out unusually difficult financial problems and transactions as it relates to interpretation of appropriation language and legality of making disbursements for certain types of activities.

Serves as Assistant General Counsel for OSO in the absence of that official and performs related duties as directed.

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