



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STAFF ATTORNEY III

Job Number: 20001886
Job Code: 98230V161016
Job Group: 9800 - LAW
Job Established: 06/16/1985
Job Revised: 10/16/2016

Grade: 17	Salary (MIN - MID):	Special Entrance Rate:
	\$24,055-\$31,869 - Hourly	NONE
	\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary	NONE
	\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides a variety of complex legal services which are characterized by issues which are typically unique, controversial or technical in nature and require extensive original research and analysis OR on a regular basis coordinates and performs the work of other attorneys or non-attorney staff OR has responsibility for all legal functions within a designated highway district OR provides all legal services for a state agency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have two years experience in the practice of law.

Substitute EDUCATION for EXPERIENCE:

A Master of Law degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed to practice law in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Typically handles complex legal issues that are unique, technical and/or controversial in nature and require a high level of original legal research and analysis. Acts as a legal resource, researching and becoming thoroughly familiar with routine, as well as specialty, areas of the law. Performs specialized legal services relating to one or more specific areas of the law. Prepares, tries and argues complex cases (including capital cases) before state and federal courts and administrative forums. Advises and assists other agency attorneys by training less experienced attorneys and is available for consulting with other attorneys on complex or more demanding issues. Drafts, reviews and comments on proposed legislation and administrative regulations as directed. Composes articles for legal publications. Prepares and presents seminar lectures. Serves on inter-and intra-agency committees as directed. All work is performed under minimal supervision. May work as a member of an inter-disciplinary team and may coordinate the efforts of attorney and non-attorney staff. Represents the agency head and/or advises agencies during meetings of various state boards, commissions or similar entities. Conducts administrative hearings on behalf of the agency and prepares appropriate recommended orders for agency action. Provides all legal services for a state agency. Provides legal advice to agency personnel. Drafts and reviews proposed administrative regulations. Prepares legal opinions.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are performed primarily in both office and courtroom settings. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.