



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STAFF ATTORNEY I

Job Number: 20001885

Job Code: 98220V240401

Job Group: 9800 - LAW

Job Established: 06/16/1985

Job Revised: 04/01/2024

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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 routine legal services of a varied nature which are typically characterized by facts that are well established, involve established legal precedents and have a relatively moderate impact; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

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

Must be admitted to practice law and in good standing in the Commonwealth of Kentucky OR comply with Kentucky Supreme Court Rule (SCR) 2.111 (limited certification of admission to practice), SCR 2.112 (attorney participants in defender or legal services programs), SCR 2.116 (supervised practice), or SCR 2.117 (practice pending admission). Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job 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.*

Under immediate supervision, represents the agency in routine cases in administrative hearings and in courts. Provides legal services for an agency by representing agencies in hearings, reviewing appeals, addressing procedural and substantive issues in proposed orders, and drafting legal opinions. Determines and analyzes the issues of each appeal, the competent facts of record, and the applicable law, and arrives at or resolves the issue through the issuance of a proposed decision. Drafts and formulates legal analysis and legal opinions. Handles various phases of litigation with immediate supervision. Performs legal research, prepares legal briefs and pleadings, and drafts opinions. Prepares and argues cases. Carries out simple and/or routine negotiations with clients, witnesses, or other interested parties in gathering information. Provides representation and other services in state and federal courts and administrative forums. May work as a member of an inter-disciplinary team and may coordinate the efforts of non-attorney staff. Assists in drafting legislation and administrative regulations.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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 employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.