



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STAFF ATTORNEY III

Job Number: 20001886

Job Code: 98230V240401

Job Group: 9800 - LAW

Job Established: 06/16/1985

Job Revised: 04/01/2024

Grade: 18 Salary (MIN - MID):

\$33,091-\$49,637 - Hourly

\$5,377.30-\$8,066.02 - 37.5 Hr. Monthly Salary

\$5,735.78-\$8,603.76 - 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 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 ; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years experience as a licensed attorney in the practice of law.

Substitute EDUCATION for EXPERIENCE:

A Master of Laws degree (LL.M.) will substitute for one year of the required experience.

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 2.117 (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.*

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. Advises and represents an agency or department regarding complex legal matters. Provides technical legal advice to managerial staff and employees on applicable area / focus of law which requires extensive researching and analyzing of various court cases, briefs and legal opinions. Conducts second-level review and coordinates work performed by law clerks, paralegals, and administrative support staff. 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 for and provides all facets of legal representation for agency in complex cases (including capital cases) before state and federal courts and administrative forums, to include trials and oral arguments. Trains, advises, assists, and mentors other agency staff attorneys, to include less experienced attorneys. Consults 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 and trainings. Serves on inter-and intra-agency committees as directed. Performs work under minimal supervision. Keeps supervising attorneys informed of case progress and developments. 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:

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.