



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STAFF ATTORNEY II

Job Number: 20001887

Job Code: 98250V240401

Job Group: 9800 - LAW

Job Established: 06/16/1982

Job Revised: 04/01/2024

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 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 legal services for a state agency requiring extensive research and analysis; and performs other duties as required..

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have one year of experience as a licensed attorney in the practice of law or one year of supervised practice under Kentucky Supreme Court Rule (SCR) 2.116, or a combination totaling at least one year of experience.

Substitute EDUCATION for EXPERIENCE:

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

Provides legal services for an agency or department by representing agencies in hearings, reviewing appeals, addressing procedural and substantive issues in proposed orders, and drafting legal opinions. Drafts appellate briefs, motions, responses, and participates in oral arguments. Prepares pleadings and allied court papers in connection with trials, hearings and other administrative or court procedures. Researches resource materials for information relevant to pending cases. Prepares for and provides all facets of legal representation for an agency on cases in state and federal courts and administrative forums, to include trials and oral arguments. Conducts routine negotiations with clients, witnesses or other interested parties in gathering information. Counsels clients and investigates and reviews claims to determine merits of proceeding with the case or complaint. May work as a member of an inter-disciplinary team and may coordinate the efforts of attorney and non- attorney staff. Reviews and makes recommendations on agreements, contracts and other actions by an agency. Reviews proposed changes in regulations and policies for legal form. Drafts bills for introduction to the General Assembly. Advises agency heads in legal phases of policy matters. Conducts administrative hearings on behalf of the agency and prepares appropriate recommended orders.

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.