



## COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

### LAW ENFORCEMENT LEGAL TRNG ATTORNEY SUPV

Job Number: 21003976

Job Code: 24510V230916

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 12/16/2022

Job Revised: 09/16/2023

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.*

Supervises staff and researches, designs, develops, and conducts legal training classes in law enforcement/justice areas as well as other specialized areas; and performs other duties as required.

#### **MINIMUM REQUIREMENTS:**

##### **EDUCATION:**

See Special Requirements.

##### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five 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) 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.*

Supervises staff, the implementation of programs, and applies adult learning principles and training techniques including, but not limited to: due process, use of force, search and seizure, probable cause, affidavits for search and arrest warrants, arrest, evidence handling and documentation, criminal law and offenses, escape, constitutional law, subpoena, domestic violence law, juvenile law, testimony preparation, missing persons, mental illness, traffic law, driving under the influence, controlled substance law, administrative law, police discipline, legal liability, other matters that are considered civil in nature, and other legal areas for law enforcement and other staff trained by the Department of Criminal Justice Training (DOCJT). Responsible for the safety of staff, students, and public during training operations, on site and off site. Responsible for submitting budget proposals and assuring compliance with approved budget for law enforcement legal training operations. Serves in leadership role to oversee legal law enforcement training operation's professional, paraprofessional, and administrative staff and makes recommendations to higher level management regarding hiring, dismissals, and other personnel related actions. Analyzes legal law enforcement training operations and recommends policy and procedural changes to increase operating efficiency. Compiles various reports and oversees the maintenance of all legal law enforcement training operation's records and reports. Composes articles for legal publications. Coordinates legal law enforcement training activities, schedules, and facilities with the directors and other operational managers. Serves as a liaison between the agency and other organizations to ensure the agency is responsive to its clients. Responsible for compliance with KRS and KAR requirements for certification of law enforcement training curriculum and instructor certification. Ensures agency compliance with national accreditation standards for Law Enforcement Training Operations. Consults with agency leaders to assess/diagnose legal training needs and requirements. Researches, designs, develops, and updates legal training courses and DOCJT's legal publication website based on training needs analysis and identified competencies. Evaluates the design and content of training courses to ensure the integration of competency-based learning into the training curriculum. Conducts training as needed. Designs and develops evaluation tools and methods to assess the impact of legal training concepts. Provides consultation and facilitation to agency officials. Prepares and presents seminar lectures. Develops and presents curriculum for approval to the Kentucky Law Enforcement Council.

**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.*

Work is typically performed in a classroom and/or simulated training setting. May be required to travel to various facilities throughout the state.

**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.*