



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ADVOCACY ATTORNEY SUPERVISOR

Job Number: 21005953

Job Code: 98330V260801

Job Group: 9800 - LAW

Job Established: 08/01/2026

Job Revised:

Grade: 19 Salary (MIN - MID):

\$36,397-\$54,596 - Hourly

\$5,914.52-\$8,871.86 - 37.5 Hr. Monthly Salary

\$6,308.82-\$9,463.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$40.072 - Hourly

\$6,511.70 - 37.5 Hr. Monthly Salary

\$6,945.82 - 40 Hr. Monthly Salary

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 direct supervision to attorneys in the practice of law and performance of legal responsibilities within the Department of Public Advocacy. Provides legal representation and performs legal services that are both complex and specialized in nature; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

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

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 all required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employees are required to

maintain all licenses, certifications, and credentials necessary to perform the duties of the position and must immediately notify the employing agency of any lapse, suspension, revocation, or restriction.

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 direct supervision to attorneys and non-attorney support staff to ensure effective delivery of legal services. Plans, supervises, assigns, coordinates and evaluates the work of attorney and non-attorney staff in an office or unit of the Department of Public Advocacy. Addresses and resolves complaints and grievances of staff and clients. Provides complex legal representation and related services to assigned clients in courts. Acts as a legal resource, including providing required training and professional development activities, researching and developing an expertise in criminal law, as well as collaborating with other attorneys on complex litigation. Enforces agency policies and upholds ethical standards in practice for all employees. Recommends appropriate personnel actions for employee advancement or disciplinary action. Represents the agency and the Public Advocate within the service area of the supervisor's office or unit.

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 an office or courtroom setting but may include visits with clients within a variety of facilities. 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.