

Title: Deputy Chief Counsel	Effective Date: February 15, 2022	Grade: XX	Job Category: Professional
Prior Title: Deputy Chief Counsel	Prior Effective Date: August 24, 2007	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Chief Counsel, this position is responsible for performing administrative and supervisory work as assigned by the Chief Counsel.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assist the Chief Counsel in supervising a staff of professional, technical and clerical personnel.
- Prepare, file, and try condemnation cases.
- Participate in injunction cases made against the Department by private individuals.
- Assist in the defense of claims before the State Claims Commission.
- Research the law and write appellate briefs to support the Department in cases of appeal.
- Write legal opinions and briefs to assist the Department in legal procedures as required by law.
- Prepare settlement justification reports.

MINIMUM REQUIREMENTS

Education and experience:

Juris Doctorate degree and license to practice law in the State of Arkansas. Experience in the practice of law.

Knowledge, skills and abilities:

Ability to interpret and apply Departmental policies and procedures. Advanced knowledge of highway legal processes desired. Ability to prepare, present and communicate information both orally and in writing. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules. Ability to organize, prioritize and multi-task. Ability to research, analyze, interpret, and apply case law, state and federal statutes and precedents to Department legal matters. Proficient in use of Microsoft Office Word and Outlook. Strong leadership skills.

Working conditions:

Office environment. Occasional instate travel.

Licenses, registrations and certifications:

Valid driver’s license.

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.