

Title: <b>Attorney I</b>	Effective Date: June 17, 2023	Grade: XVI	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

***CHARACTERISTICS OF WORK***

This position is responsible for performing entry level legal work in the preparation of condemnation suits for highway purposes, the preparation for the trial of such suits, and the trial.

***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 in the process of preparing, filing and trying condemnation cases.
- Participate and train in injunction cases made against the Department by private individuals.
- Assist in and support the defense of claims before the State Claims Commission.
- Research the law and write appellate briefs to support the Department in cases of appeal.
- Assist and train in the process of writing legal opinions and briefs to assist the Department in legal procedures as required by law.
- Support efforts to prepare settlement justification reports.

***MINIMUM REQUIREMENTS***

Education and experience: Juris Doctorate degree and license to practice law in the State of Arkansas.

Knowledge, skills and abilities: Knowledge of highway legal processes desired. Ability to prepare, present and communicate information both orally and in writing. Basic knowledge of laws, legal codes, court procedures, precedents, government regulations 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. Attention to detail.

Working conditions: Office environment. Occasional in-state 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.**