

Title: Legal Specialist	Effective Date: June 17, 2023	Grade: XII	Job Category: Office - Clerical
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CHARACTERISTICS OF WORK

This position is responsible for coordinating and performing specialized tasks related to civil litigation, processing permit and waiver applications, maintaining multiple calendars to ensure filing deadlines are met, thorough title inspection and review, title document preparation, collection of damage to ARDOT property all under the direction and supervision of an attorney (e. g. contract, tort and eminent domain litigation, administrative procedures).

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 supervising attorney in the management and processing of incoming and outgoing lawsuits until final disposition including preparation of complaints, answers, motions, discovery and other pleadings, interviewing potential claimants and communicating decisions and procedures to third parties.
- Assist the supervising attorney in the evaluation and processing of title documents for use in negotiated acquisition of land or by taking of land through eminent domain.
- Assist the supervising attorney with FOIA compliance from tracking receipt to final response.
- Assist the supervising attorney in communicating statutes and procedures for the collection of damages caused to ARDOT property up to and including potential income tax setoff.
- Coordinating the process of maintaining and organizing legal files and monitoring workflow processes to completion.
- Maintain docket calendars for multiple attorneys and assure all filing deadlines are met.
- Locate and interview witnesses, prepare subpoenas and coordinate witness attendance at trial.
- Obtain medical records and prepare medical exhibits and indexes.
- Perform and provide oversight for the process of compiling, drafting, preparing and editing legal documents, pleadings, legal memoranda, and correspondence including discovery documents and the management of incoming and outgoing discovery.
- Coordinate the process of preparing trial exhibits and trial notebooks.
- Index and summarize or abstract documents and depositions.
- Provide support to the Legal Office Manager (Legal Administrator) by training, mentoring, and facilitating distribution of various tasks to Support Staff personnel.

MINIMUM REQUIREMENTS

Education and experience: Paralegal associate's degree or two years of work experience as a legal assistant. Experience in a legal office. Experience with eminent domain.

Knowledge, skills and abilities: Exceptional verbal and written communication and organizational skills including the ability to interview and communicate with claimants regarding personal injury and property damage claims. Detail oriented with the ability to manage multiple tasks simultaneously in a deadline-oriented environment. Working knowledge of Microsoft Word, Excel, Access and Outlook. Demonstrated excellent writing skills including proficiency in spelling, grammar and punctuation.

Working conditions: Office environment.

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("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

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.