

Title: Senior Staff Attorney	Effective Date: June 17, 2023	Grade: XIX	Job Category: Professional
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CHARACTERISTICS OF WORK

This position is responsible for overseeing and coordinating as well as performing highly complex 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.

- Coordinate, prepare, file, and try condemnation cases.
- Participate in injunction cases made against the Department by private individuals.
- Lead a team of professionals in the defense of claims before the State Claims Commission.
- Oversee the researching of the law and writing of 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 and coordinate others in the preparation of settlement justification reports.
- Provide training and mentoring to lesser experienced members of the team.

MINIMUM REQUIREMENTS

Education and experience: Juris Doctorate degree and license to practice law in the State of Arkansas. Experience in the practice of law involving progressively more complex suits. Experience leading a team.

Knowledge, skills and abilities: Comprehensive knowledge of highway legal processes. Ability to prepare, present and communicate information both orally and in writing. Comprehensive 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. Ability to lead and train others. Attention to detail.

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.