

Title: Staff Attorney	Effective Date: June 17, 2023	Grade: XVIII	Job Category: Professional
Prior Title: Staff Attorney	Prior Effective Date: March 1, 2022	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing moderately 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.

- Prepare, file, and try condemnation cases.
- Participate in injunction cases made against the Department by private individuals.
- Defend 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 with emphasis on highway legal processes or appropriate civil practice area.

Knowledge, skills and abilities: Knowledge of highway legal processes desired. Ability to prepare, present and communicate information both orally and in writing. Advanced 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 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.