

Title: <b>Chief Legal Counsel</b>	Effective Date: January 4, 2012	Grade: N/A	Job Category: Official/Admin.
Prior Title: <b>Chief Legal Counsel</b>	Prior Effective Date: May 20, 2011	Grade: N/A	Page: 1 of 2

*CHARACTERISTICS OF WORK*

Under the supervision of the Director, this position provides professional legal counsel to the Commissioners, Director, and all members of management within the Department, administers legal services for the Department, and supervises a professional and clerical staff.

*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 State Highway and Transportation Department is an "at will" employer.

- Prepares and renders legal opinions to the Commission, Director, and administrative staff as requested.
- Prepares and represents the Department at hearings and judicial proceedings.
- Attends and provides legal advice at meetings of the Commission, Salary Committee, Purchasing Committee, and other meetings as necessary.
- Provides legal assistance in the review and drafting of legal documents, Department policy, rules and regulations, resolutions, applications of diverse kinds and other legal or related papers upon request.
- Drafts contracts, deeds, leases, ordinances, resolutions, rules, regulations, and other legal documents.
- Keeps abreast of legislation, provides legal assistance in the drafting of legislation, serves as liaison with legislative advocates, and represents the Department as an advocate before the legislature in such matters as directed by the Director.
- Represents the Department at state and national workshops and seminars relating to transportation legal services and participates in education programs with Department staff to limit exposure to liability.
- Conducts legal research and prepares reports of various topics as requested by the Director and other administrative staff.
- Attends various negotiating sessions, hearings, arbitration or appeals and provides legal advice and counsel.
- Reviews Department contracts as requested.
- Coordinates legal matters with outside counsel.



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- Monitors legal services provided to the Department by outside counsel, prepares pleadings, and handles depositions, interrogatories, pretrial motions, and pretrial and settlement conferences.
- Studies and interprets laws, court decisions, ordinances and other legal authorities and provides advice on their possible impact to the Department and the Commission.

***MINIMUM REQUIREMENTS***

Juris Doctorate from an accredited law school and licensed to practice law in the State of Arkansas. Professional legal experience in a business environment. Preferred experience in public administration or business administration with increasingly responsible managerial duties. Knowledge of legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative and business law and procedures. Knowledge of the methods, procedures and practices used in the conduct of civil litigation. Knowledge of judicial procedures and rules of evidence. Knowledge of Arkansas Code, pertinent federal, state and local laws, codes, regulations and court decisions relating to transportation and Department operations. Knowledge of methods of legal research and evaluation of practical consequences of legal strategies. Skill in interpreting applicable federal and state laws and Department policies and procedures. Skill in collecting information and organizing material into manageable form. Skill in applying data collected to solve problems. Skill in formulating recommendations, proposals and counter proposals. Skill in preparing and presenting effective written and oral reports, recommendations, policies and procedures. Ability to develop, maintain and coordinate effective relationships with members of the Commission, management and employees. Skill in analyzing relationships among complex data and/or employee groups. Ability to select, supervise, train and evaluate staff.