

Title: <b>Deputy Chief Counsel</b>	Effective Date: May 20, 2011	Grade: XX	Job Category: Professionals
Prior Title: Deputy Chief Counsel	Prior Effective Date: August 24, 2007	Grade: XX	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under direction of the Chief Counsel, this position is responsible for performing administrative and supervisory work as assigned by the Chief Counsel.

*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.

- Assist the Chief Counsel in supervising a staff of professional, technical and clerical personnel.
- Prepare, file, and try condemnation cases.
- Participate in injunction cases made against the Department by private individuals.
- Assist in the defense of 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*

Juris Doctorate degree and license to practice law in the State of Arkansas. Experience in the practice of law mandatory. Ability to interpret and apply Departmental policies and procedures.