

Title: Staff Attorney	Effective Date: November 25, 2014	Grade: XVIII	Job Category: Professional
Prior Title: Staff Attorney	Prior Effective Date: July 1, 1983	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing 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 State Highway and Transportation Department is an "at will" employer.

- 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. At least seven years of experience in the practice of law desired.