



POSITION VACANCY ANNOUNCEMENT

January 13, 2017

Closing Date: January 23, 2017

(Position will close from date of listing or until filled.
Application review will begin on January 24, 2017).

Title: ATTORNEY SPECIALIST

Position Number: 2208-3053

Grade: C126

Legal Services

DUTIES:

This position will be responsible for conducting legal research and writing legal documents for use in litigation and for providing legal assistance to the agency. Reviews and analyzes data and documentation related to agency's legal matters to determine the legal standpoint of the agency's position of the issue. Researches case law, state statutes and federal law related to current legal issues in order to prepare for potential mediation/litigation process. Analyzes and interprets state and federal laws to determine impact on agency programs. Advises agency management on potential legal issues affecting the agency and offer legal opinions on actions the agency may take in resolving legal issues. Represents the agency in legal proceedings that may occur in various settings and jurisdictions. Drafts proposed legislation, drafts and amends agency administrative rules and represents the agency in legislative hearings.

SPECIAL REQUIREMENTS:

This position will require an attorney who possesses knowledge of laws and rules related to state agencies, public school districts, public charter schools, public school facilities, the Arkansas Freedom of Information Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, administrative rulemaking and state law ethics. The successful applicant will demonstrate a history of strong research, writing and advocacy skills. Special Education experience preferred.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a law degree from an accredited law school; plus three years of experience as a practicing attorney in the public or private sector. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualification Review Committee.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed to practice law and admitted to the Arkansas State Bar in accordance with ACA 16-22-201.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.