



## Arkansas Game and Fish Commission Employment Job Posting

ATTORNEY - AGFC ATTORNEY

POSITION NO: 22095806

### **POSTING INFORMATION:**

Advertisement Opens: May 13, 2019

Advertisement Closes: May 29, 2019

Full Time: Yes

Salary: \$56,039.00 - \$56,039.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education equivalent of a law degree from an accredited law school.

Preferred Education and/or Experience:

Minimum of two years of licensed law practice and special knowledge in Real Estate, Contract, and Administrative law.

Knowledge, Abilities, and Skills:

Knowledge of state and federal laws. Knowledge of legal research and writing protocols. Ability to research, analyze, interpret, and apply case law, state and federal statutes, legal precedents and relevant legislative intent to agency legal matters. Ability to provide legal guidance and technical assistance to agency's management and staff. Ability to perform mediation / litigation.

Preferred Knowledge, Abilities, and Skills:

Knowledge of Microsoft Office software and ability to perform word processing. Knowledge of AGFC regulations.

### **POSTING DETAILS:**

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Legal

Job Summary:

The Attorney is responsible for conducting legal research and writing legal documents for use in litigation and for providing legal assistance to the agency. This position is governed by state and federal laws and agency policy.

Typical Functions:

Reviews and analyzes data and documentation related to agency's legal matters to determine the agency's position on the issue. Researches case law, state law and any applicable federal laws related to current legal issues to prepare for potential mediation, litigation, conciliation agreement, or settlement. Writes legal briefs, motions, and other pleadings to support arguments to facilitate the mediation/litigation process. Analyzes and interprets state and federal laws to determine impact on agency programs. Advises agency management on legal issues affecting the agency and offers a legal opinion on actions the agency may take to resolve legal issues. Represents the agency in legal proceedings which may occur in various settings and jurisdictions. Performs other duties as assigned.

Specific Duties and Responsibilities:

An AGFC Attorney works under the administrative direction of the General Counsel and is responsible for conducting legal research and preparing documents for use in litigation, contracts, real estate, administrative, and legislative matters. The Attorney prepares briefs, motions and other pleadings, drafts new or amended legislation, represents the agency in state and federal court proceedings and administrative hearings, drafts and reviews agency contracts, prepares real estate documents, advises agency personnel and renders legal opinions, and performs related responsibilities as required or assigned.

Certificates, Licenses, or Registrations:

Must be licensed to practice law and admitted to the Arkansas State Bar in accordance with ACA 16-22-201. Must possess a valid Arkansas driver's license.

Special Job Dimensions:

Occasional to frequent in-state travel to attend fact finding meetings, advisory meetings, hearings, and/or court proceedings is required. Occasional out-of state travel related to agency legal matters may be required.

Other Specific Information:

All applicants subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.