



Arkansas Game and Fish Commission Employment Job Posting

LEGAL SERVICES SPECIALIST - AGFC LEGAL SERVICES SPECIALIST

POSITION NO: 22144121

POSTING INFORMATION:

Advertisement Opens: Sept. 15, 2021

Advertisement Closes: Sept. 29, 2021

Full Time: Yes

Salary: \$36,155.00 - \$59,157.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in political science, public administration, general business or a related field. 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 Human Resources Chief.

Preferred Education and/or Experience:

Paralegal certificate and two years of experience as a paralegal or legal assistant in the legal field preferred.

Knowledge, Abilities, and Skills:

Knowledge of legal research and writing protocols. Knowledge of legal terminology. Knowledge of the ethical standards of the legal profession. Knowledge of investigative standards, procedures, and techniques. Ability to perform legal research. Ability to analyze legal documents for accuracy and content. Ability to handle confidential information. Ability to establish and maintain cooperative working relationships with agency staff and other relevant legal and agency contacts.

Ability to work independently in the absence of supervision.

Preferred Knowledge, Abilities, and Skills:

Proficient in various computer software programs including thorough knowledge of Microsoft Word, Excel, Outlook; Google: Adobe, etc. Ability to work with the public and possess outstanding customer service skills and telephone etiquette. Strong interpersonal and organizational skills, as well as good oral and written communication skills. Ability to plan, direct, and implement multiple and concurrent projects, deal with a constantly changing work environment, interpret administrative directives, policies and procedures. Strong analytical and problem-solving skills, and ability to provide detailed and timely project reporting to supervisor. Proficient in grammar, punctuation and spelling. Ability to make decisions and recommendations concerning office needs during Supervisor's absences. Ability to learn quickly and work independently as well with a core group.

POSTING DETAILS:

Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Legal

Job Summary:

The Legal Services Specialist is responsible for performing legal research, preparing and filing legal documents, maintaining legal files, and coordinating legal section/office activities. This position is governed by state and federal laws and agency/institution policy.

Typical Functions:

Researches law from statutes, recorded judicial decisions, legal articles, treatises, codes and constitutions, and prepares legal memos, briefs, motions and other pleadings for review, approval, and use by commission attorneys. Coordinates the activities of a legal section/office as directed by supervisor and establishes and maintains legal reference files. Prepares drafts of new or amended legislation or regulations pertaining to the commission's mission. Investigates issues and situations, gathers facts and evidence, conducts interviews with affected employees and witnesses, and provides documentation to assist attorneys in preparation for investigations. Provides technical assistance to commission personnel in analysis, interpretation and application of laws, rules, regulations and agency policies. Files legal documents as directed by the Attorney Supervisor in the appropriate court(s). May provide training, establish work plans, and review work performed to ensure technical accuracy and compliance. Performs other duties as assigned.

Specific Duties and Responsibilities:

The Legal Services Specialist (FOIA Coordinator) works under the supervision of the General Counsel and is responsible for reviewing and coordinating agency responses to Freedom of Information Act (FOIA) requests in a timely manner and providing administrative support to agency attorneys, including: (1) Researches law from statutes, recorded judicial decisions, legal articles, treatises, codes and constitutions, and compiles and interprets materials obtained, and summarizes laws in written and oral forms; (2) Drafts and provides word processing for legal memoranda, pleadings, briefs, and other documents for review, approval and use by attorneys; (3) Provides technical assistance to agency personnel in legal research, analysis, interpretation, and application of laws, rules, and regulations; (4) Establishes and maintains confidential legal records by scanning, filing and/or organizing litigation, research, real estate, and administrative documents and correspondence; (5) Monitors deadlines and checks court files and records, files legal documents in appropriate courts; (6) Prepares and submits for publication legal notices required for regular monthly meetings; (7) Prepares and files adopted regulations with appropriate state offices; (8) Provides backup assistance for the AGFC Legal Assistant; and (9) Performs other related office duties as assigned by General Counsel to comply with division and agency standards.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

“AS AN EQUAL OPPORTUNITY EMPLOYER, THE COMMISSION WILL MAKE ANY REASONABLE ACCOMMODATIONS NECESSARY TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES”

Other Specific Information:

All applicants are subjected to a criminal background check.

Applications must include complete work history and references.

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