



## Arkansas Game and Fish Commission Employment Job Posting

AGFC ATTORNEY - AGFC ATTORNEY

POSITION NO: 22156920

### **POSTING INFORMATION:**

Advertisement Opens: Sept. 5, 2024

Advertisement Closes: Oct. 4, 2024

Full Time: Yes

Salary: \$68,068.00 - \$89,744.00 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:

The formal education equivalent of a law degree from an accredited law school. Must be licensed to practice law and admitted to the Arkansas State Bar per ACA 16-22-201. Must possess a valid Arkansas driver's license. 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 AGFC regulations
- 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
- Ability to learn quickly and work independently as well as under direct supervision and as part of a team
- Good oral and written communication skills and ability to work well with others
- Strong computer skills including proficiency in using Microsoft Office (Word, Excel, Power Point), Google Workspace, and Adobe Acrobat PDF.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Legal

Job Summary:

The Arkansas Game and Fish Commission (AGFC) 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:

The AGFC Attorney works under the administrative direction of the AGFC General Counsel and is responsible for conducting legal research and preparing documents for use in litigation, contracts, real estate, administrative, and legislative matters.

The AGFC Attorney also:

- 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
- Drafts and reviews agency regulations
- Prepares real estate documents
- Advises agency personnel and renders legal opinions
- Assists the AGFC FOI Coordinator with agency compliance with the Arkansas Freedom of Information Act
- Performs other 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:

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