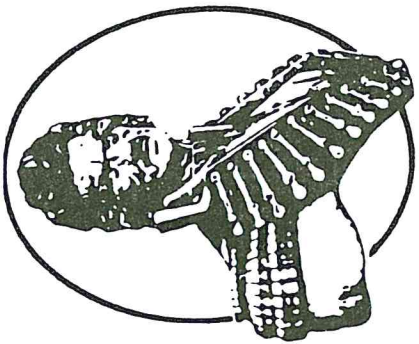




Pulaski County

ADMINISTRATIVE SERVICES
HUMAN RESOURCES

501-340-6110
ADMINISTRATION BUILDING
201 SOUTH BROADWAY, SUITE 100
LITTLE ROCK, AR 72201
501-340-6033 FAX
501-340-3338 TDD

POSITION VACANCY

Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock, AR.

POSITION:

ATTORNEY II

This position is open to County Employees and the general public.

POSITION NO: 03

STARTING SALARY: \$55,035 - \$61,907

DEPARTMENT: COUNTY CIVIL ATTORNEY (5800)

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for the provision of legal assistance to the County Civil Attorney's Office in the development and presentation of legal cases, drafting of legal opinions, and advising of County Staff and Elected Officials regarding questions of the law.

ESSENTIAL FUNCTIONS:

- Represent Pulaski County in local, County, State, and Federal civil litigation in the areas of taxation, bankruptcy, labor, and real estate issues; conducts legal research, develops trial strategy, selects and prepares witnesses, prepares opening and closing statements, prepares and files motions, accompanying briefs, and subpoenas of witnesses
- Conducts legal research and legal opinions for County Departments and Elected Officials
- Answers questions and provides consultation to County Departments, lawyers, and citizens
- Reviews contacts for all departments for goods or services to ensure compliance with state law
- Reviews bankruptcy pleadings for treasurer's and other offices to represent the County's claim in proceedings; file proofs of claim and prepares pleadings as needed
- Conducts legal research to prepare briefs, memorandum, and proposed legislation upon request
- Represents the County in Bond Forfeiture hearings in various courts
- Performs other related duties as requested

PHYSICAL REQUIREMENTS:

- Ability to communicate verbally in the presentation of trials, legal opinions, etc
- Hearing at a level necessary to represent the County in trials, Quorum Court meetings, other legal hearings, meetings, or teleconferences
- Digital dexterity necessary for keyboard operation
- Visual acuity necessary for use of computer screen

WORKING CONDITIONS:

Work is performed primarily indoors in a smoking restricted environment with frequent attendance in courts, meetings, and hearings at various locations within the county. Duties are varied and are often performed under strict time constraints.

MINIMUM QUALIFICATIONS:

- Completion of a Juris Doctorate from an accredited law school; some legal experience including preparation and trial work in the labor, taxation, real estate, or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities
- Must possess or be able to immediately obtain a valid Arkansas Driver's License
- Must possess an Arkansas Attorney's License in good standing with the Arkansas Supreme Court and be licensed to practice before the US District Courts of Arkansas

OPEN DATE: 04-21-16

CLOSE DATE: 05-04-16 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

21 April 2016

215-16