EXECUTIVE BRANCH ETHICS COMMISSION

#3 Fountain Place

**Frankfort, Kentucky 40601**

**502-564-7954**

**FAX: 502-564-2686**

**VACANCY ANNOUNCEMENT**

# Position: Interim Paralegal (non-merit)

# Opening Date: August 9, 2016

**Application Deadline: August 22, 2016**

# Term: September 1, 2016, through May 15, 2017 (with the possibility of renewal for a second term from September 2017 through May 2018).

# Salary: $25.00 per hour

# Hours: Up to 37.5 hours per week, with the possibility of earning compensatory hours up to 2.5 hours per week.

# Benefits: Earn up to 1 Day of Sick Leave per month, paid State Holidays, and other benefits as may be applicable to “Interim” employees. See the [Employee Handbook](https://hr.personnel.ky.gov/Documents%20Anonymous/Employee%20Handbook.pdf).

**Position Reports to: Executive Director**

# Minimum Qualifications: High School Diploma

**Preferred Education or Work Experience**: Any of the following will be considered:

* Graduate of a college or university with a bachelor's degree in paralegal science or a bachelor's degree with a minor in paralegal studies;
* Completion of a two-year program in paralegal studies will substitute for the bachelor's degree requirement;
* A post-baccalaureate certificate in paralegal studies;
* A Juris Doctorate or a law degree from a college of law; or
* At least four years’ experience as a paralegal or legal secretary who has researched, analyzed, or written legal documents.

**General Description:** The Executive Branch Ethics Commission (the "Commission") is comprised of five members appointed by the Governor. The Commission is responsible for the enforcement, administration, and interpretation of the Executive Branch Code of Ethics found in KRS Chapter 11A that pertains to investigating the conduct of state employees; financial disclosure by officers, elected officials and candidates; and executive agency lobbying.

The Interim Paralegal will assist the Executive Director and General Counsel with various duties relating to the functions of the Commission. Some of the duties required of the Interim Paralegal will be:

* Performs paralegal functions in researching, analyzing, and writing legal documents;
* Conducts analytical research, investigates cases, interviews complainants and witnesses, drafts documents, and assists attorneys during all stages of the cases;
* Specifically assumes responsibility for researching and analyzing the law for drafting of legal documents such as briefs, pleadings, appeals, affidavits, and other instruments for review and use by attorneys;
* Investigates facts and laws of a case to suggest causes of action, maintains case files, assists the attorney in most aspects of case preparation for litigation, including discovery procedures, and preparation of exhibits;
* Preparation of memoranda on various research topics concerning governmental ethics;
* Compiling data and auditing of statements of financial disclosure filings and lobbyist filings;
* Assisting with responding to various types of inquiries concerning the code of ethics;
* Assisting other administrative staff with mailings, phone inquiries, and preparation for Commission meetings; and
* Other duties as assigned.

**Skills:** Applicants must have the following:

* Excellent work ethic;
* Computer Skills – Microsoft Office;
* Ability to work independently and as part of a cohesive unit; and
* The ability to keep matters confidential.

**How to apply:** Submit a cover letter, resume, and non-merit state application to Kathryn Gabhart, Katie.gabhart@ky.gov. To complete a non-merit state application, go to <https://personnel.ky.gov/NonMeritCandidate/> and create an account. Complete the state application and save as a PDF. Email the PDF of your non-merit state application directly to Ms. Gabhart.

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