

## **EXECUTIVE BRANCH ETHICS COMMISSION**

**Capital Complex East  
1025 Capital Center Drive, Suite 104  
Frankfort, Kentucky 40601  
502-564-7954  
FAX: 502-695-5939**

### **VACANCY ANNOUNCEMENT**

- Position:** Summer Legal Intern
- Opening Date:** May 4, 2021
- Application Deadline:** May 12, 2021
- Salary:** \$12.50 per hour
- Term:** Approximately May through August 2020. The exact dates are to be determined by Commission and the availability of successful applicant.
- Minimum Qualifications:** Current law student with good standing with an accredited law school or a paralegal student in good standing at an accredited college or university
- Position Reports to:** Commission Executive Director

**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. The Commission investigates the conduct of state employees related to fraud and public corruption; audits financial disclosure statements submitted by executive branch officers, elected officials, and candidates; and monitors executive agency lobbying activities.

The Summer Legal Intern will assist the Executive Director and General Counsel with various duties relating to the functions of the Commission. Some of the duties of the Summer Legal Intern may include:

- Assisting with drafting administrative regulations and proposed legislation;
- Data entry into the new case management system;
- Assisting with organizing investigation files and creating reports concerning ongoing investigations;
- Assisting with organizing the administrative proceeding files;
- Participating in investigative interviews along with the Commission's investigators;
- Assisting with hearing preparation for administrative hearings;
- Preparation of memoranda on various research topics concerning governmental ethics;

- Compiling data on statements of financial disclosure filings and lobbyist filings;
- Assisting with responding to various types of inquiries concerning the Code of Ethics;
- Attending various trainings and meetings along with the Executive Director and General Counsel for state agencies and lobbying organizations;
- Attending Legislative Committee meetings; and
- Other duties as assigned.

**Experience Building Opportunity:** The successful candidate will gain valuable experience and exposure to state government, administrative law, and governmental ethics laws. The Summer Legal Intern may have an opportunity to attend at least one administrative hearing, commission meeting, and a legislative committee appearance before the end of the summer. The Legal Intern will also gain insight into the processes of government while having the exciting opportunity to work for an independent, watchdog agency at the epicenter of many high profile investigations in state government.

**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, even after leaving the agency.

**How to apply:** Submit a cover letter, resume, and writing sample directly to Kathryn Gabhart at [Katie.gabhart@ky.gov](mailto:Katie.gabhart@ky.gov).