

EXECUTIVE BRANCH ETHICS COMMISSION

**#3 Fountain Place
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VACANCY ANNOUNCEMENT

Position: General Counsel

Opening Date: July 31, 2017

Application Deadline: August 15, 2017

Start Date: October 1, 2017

Salary: Commensurate with experience, plus usual state benefits

Minimum Qualifications: Member of the Kentucky Bar Association with at least five years practice experience

Position Reports to: Commission Executive Director

General Description:

The Executive Branch Ethics Commission (the "Commission"), created by statute effective July 1992, 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 the conduct of state employees; the collecting and auditing of financial disclosure by officers, elected officials and candidates; and the regulation of executive agency lobbying.

The General Counsel of the Commission serves as legal counsel to the agency. Some of the duties required of the General Counsel are detailed below:

- Oversees the conduct of investigations, adjudication, and resolution of alleged violations of the Ethics Code, including serving in a prosecutorial role during administrative hearings;
- Makes court appearances and drafts appellate briefs related to the appeal of administrative proceedings and otherwise defends the final orders of the Commission;
- Responds to various types of inquiries (telephone, mail, e-mail, personal) concerning the application of the Ethics Code;
- Assists with drafting administrative regulations and legislative proposals and may represent the Commission at legislative meetings;

- Assists with drafting and reviewing advisory opinions for presentation to the Commission; and
- Provides guidance to the Executive Director and the Commission.

Experience: Experience in the following areas is preferred:

- Executive Branch Code of Ethics, codified at KRS Chapter 11A;
- State government;
- KRS Chapter 13B administrative hearings;
- Open meetings and records;
- Administrative regulation and legislative committee processes;
- Legal writing; and/or
- Serving in a prosecutorial role.

Skills: Applicants must have the following:

- Excellent writing and speaking skills;
- Strong 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 complete a non-merit state application, go to <https://personnel.ky.gov/NonMeritCandidate/> and create an account, complete the application, and submit through the system. Email the cover letter and resume directly to Kathryn Gabhart at Katie.gabhart@ky.gov.