



COMMONWEALTH OF KENTUCKY
EXECUTIVE BRANCH ETHICS COMMISSION
<http://ethics.ky.gov/>

WILLIAM G. FRANCIS
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KATHRYN H. GABHART
EXECUTIVE DIRECTOR

MICHAEL W. BOARD
GENERAL COUNSEL

#3 FOUNTAIN PLACE
FRANKFORT, KY 40601
(502) 564-7954
FAX: (502)-564-2686

NOTE: Will be moving to 1025 Capital Center Drive, Suite 104, on January 10.

VACANCY ANNOUNCEMENT

Position: Part-Time Paralegal (non-merit)

Opening Date: January 4, 2018

Application Deadline: January 19, 2018

Start Date: February 16, 2018

Salary: Up to \$35.00/hour, depending on experience

Hours: Up to 99.75 hours per month

Benefits: See the [Employee Handbook](#) for benefits for part-time employees.

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 five 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 Part-Time 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 Part-Time Paralegal will be:

- Performs paralegal functions in researching, analyzing, and drafting legal documents;
- Assists with conducting analytical research, investigating cases, interviewing complainants and witnesses, drafting documents, and assisting attorneys during all stages of the cases;
- May assist with 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;
- Maintains case files and organization of investigations;
- Assists the attorney in most aspects of case preparation for litigation, including discovery procedures, and preparation of exhibits;
- May prepare memoranda on various research topics concerning governmental ethics;
- May assist with compiling data and auditing of statements of financial disclosure filings and lobbyist filings;
- Assists with responding to various types of inquiries concerning the code of ethics;
- Assists 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;
- Excellent organizational skills;
- Computer Skills – Microsoft Office;
- Ability to work independently and as part of a cohesive unit;
- Willingness to work in a quiet and drama-free atmosphere; and
- The ability to keep matters confidential.

How to apply:

1. Submit a cover letter and resume directly to Kathryn Gabhart, Katie.gabhart@ky.gov;
2. Complete a non-merit state application at <https://personnel.ky.gov/NonMeritCandidate/>; and
3. Notify Ms. Gabhart by email when the application is submitted.