

## **ADVERTISEMENT CLOSING DATE 10/31/2024 (8:00 pm EDT)**

Position: General Counsel  
Organization: Kentucky Legislative Ethics Commission  
Location: 22 Mill Creek Park, Frankfort, KY 40601  
Type of Position: Full-Time  
Education Requirement: Law Degree and KY law license

### **ORGANIZATION:**

In 1993, the Kentucky Legislative Ethics Commission was established by an extraordinary session of the General Assembly which enacted the Code of Legislative Ethics. The Commission is an independent authority within the Legislative Branch of state government. It is charged with the enforcement of the Code and is composed of nine citizen members. The Code regulates conduct by legislators, legislative candidates, lobbyists, and employers of lobbyists.

This position is nonpartisan in nature and requires the ability to work with neutrality in a politically charged environment. The General Counsel serves at the pleasure of the Commission and may be removed by the Commission at any time without cause.

### **JOB DUTIES:**

- Provides legal advice to the Commission and to the Executive Director
- Represents Commission in litigation, in state and federal courts and monitors contract counsel in these matters, if deemed necessary
- Monitors the Commission's enforcement counsel and investigator in Commission proceedings
- Responds to inquiries regarding the Code of Legislative Ethics
- Maintains hard copy binders and internal electronic list of staff opinions (informal opinions)
- Prepares board book for dissemination to Commission members
- Drafts formal Advisory Opinions on behalf of the Commission and other substantive documents and reports
- Maintains agency case files
- Prepares and makes recommendations regarding "reason to believe" finding in Commission proceedings
- Develops administrative regulations as required by the Commission
- Drafts proposed legislation as directed by the Commission
- Plans and directs training and seminar programs conducted by the Commission
- Undertakes legal research at the direction of the Commission and Executive Director
- Contributes to Commission publications, including a monthly newsletter
- Provides liaison to the Office of Attorney General, Executive Branch Ethics Commission, Registry of Election Finance, and other state and federal agencies on legal matters relating to the Commission

- Testifies before legislative committees regarding ethics provisions and Commission activities
- Maintains contact with similar commissions in other states
- Monitors filing of statements of financial disclosure
- Performs other duties as assigned and as needed to run a productive agency
- Must personally observe time and attendance policy

**DESIRED SKILLS AND ABILITIES:**

- Excellent writing skills
- Thorough knowledge of the legislative process
- Knowledge of laws, regulations, court decisions, and other information relevant to government ethics
- Demonstrated ability to research issues and distill information
- Excellent analytical and communication skills
- Demonstrated ability to meet short deadlines
- Demonstrated ability to work with other agencies, legislators, lobbyists, employers, and the public
- Proficiency with current office technology, including office IT general business software such as Microsoft Office
- Ability to work in a team environment

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Law degree and license to practice law in Kentucky required. 5-10 years experience in practice of law preferred.

**SALARY:**

Salary commensurate with experience and qualifications.

**HOW TO APPLY:**

Interested applicants should fax, email, or mail their resume and cover letter to:

General Counsel Position  
Attn: Emily Dennis, Executive Director  
KY Legislative Ethics Commission  
22 Mill Creek Park  
Frankfort KY 40601  
502-573-2929 FAX  
Email: [lori.smither@lrc.ky.gov](mailto:lori.smither@lrc.ky.gov) (Lori Smither, KLEC Staff Assistant)

**NOTE: Application materials must be received by COB 10/31/2024 (8:00 pm EDT) to be considered.**