

JOB OPENING
KENTUCKY COURT OF APPEALS

Job Opening: Chief Staff Attorney
Salary: 75,000
Deadline: March 9, 2015

Send Resume by mail or email to:

Ann Swain
Chief Staff Attorney
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Frankfort, KY 40601
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Or

Sam Givens
Clerk, Kentucky Court of Appeals
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Job Description: Chief Staff Attorney, Kentucky Court of Appeals

- Supervises Court of Appeals Central Office staff of ten (10) attorneys and four (4) judicial assistants in accomplishing the substantive work of the Court:
 - Assigns and assists attorneys in drafting recommended rulings on non-dispositive motions (one-judge orders);
 - Drafts, or assigns and assists staff attorneys in drafting, recommended rulings on dispositive motions (three-judge orders);
 - Drafts recommended rulings on emergency motions and underlying writs;
 - Drafts recommended rulings for emergency intermediate relief in direct appeals;
 - Drafts recommended rulings for emergency and underlying relief in CR 65.07 appeals;
 - Drafts recommended ruling in expedited election contests;
 - Drafts recommended rulings on petitions for writs of mandamus and writs of prohibition;
 - Drafts, or assigns and assists staff attorneys in drafting, recommendations for rulings on motions for discretionary review;

- Assigns and assists attorneys in drafting proposed opinions of the Court, prior to assigning certain cases to a merits panel (“fast-track” cases; cases involving particular problems that prevent assignment in the regular course of business);
- Supervises the preparation of facilities for oral arguments;
- Supervises the proofing and rendering of opinions (published and not-to-be-published) submitted from fourteen (14) Court of Appeals Judges’ offices;
- Acts at the direction of the Chief Judge and assists the Chief Judge with special projects:
 - Assists in the preparation and presentation of seminars including at the Annual Bar Convention, District Bar Meetings, DPA, etc.;
 - Drafts administrative orders establishing and clarifying Court of Appeals operations;
 - Serves on special committees of the Court of Justice, including committees addressing rules amendments, technology, education, etc.
 - Serves as COA staff representative at Chief Judge’s annual summit with the Office of the Attorney General, the Department of Public Advocacy, and the Kentucky Association of Criminal Defense Lawyers to explore ways to coordinate and expedite criminal appeals process;
 - Assists Chief Judge in preparing agenda for Court meetings;
 - Creates agenda and obtains speakers for in-house seminars for legal staff and judicial assistants;
- Serves as the appointing authority for the above-referenced staff:
 - Interviews job applicants when vacancies occur;
 - Approves requests for vacation, sick leave, FMLA, and other absences from work;
 - Conducts periodic review of staff job performance;
 - As necessary, and with approval of Chief Judge, disciplines staff;
- Serves as point of contact for public regarding legal aspects of Court operation:
 - Handles phone calls and correspondence regarding appellate procedure from counsel and *pro se* litigants;
 - Responds to *pro se* and other correspondence addressed to Judges or the Court;

- At Chief Judge's direction, reviews and responds to litigation filed against the Judges or the Court in the Supreme Court;
- Responds to inquiries from the press when AOC referral is unnecessary;
- Interacts with all fourteen (14) Judges of the Court:
 - Reports at each meeting of the Court of Appeals regarding operation of Central Office legal staff activity;
 - Assists Judges with "informed consent/parental by-pass" appeals;
 - Provides assistance to Judges, including special research and drafting assistance for proposed orders in cases assigned to a merits panel;
- Supervises central office building maintenance as necessary; assists Judges and staff with requests for technical assistance, vehicle maintenance and reports; and other routine office matters;
- Assists the Clerk of the Court of Appeals as necessary, performing some administrative duties in his absence.