



JOB TITLE: Paralegal
DEPARTMENT: Legal
REPORTS TO: Chief Legal Officer

JOB SUMMARY:

This position oversees legal and administrative functions of KHRG, with a focus on Charitable Gaming, and reports to the Chief Legal Officer. This position requires a candidate who is detail-oriented, highly organized, and capable of managing multiple priorities in a fast-paced regulatory environment. This position is instrumental in facilitating the overall efficiency of the Legal Department with a focus on Charitable Gaming activities and KHRG's gaming functions generally.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Develops and maintains the legal database within the Charitable Gaming Program.
- Coordinates with Charitable Gaming division to initiate and prepare administrative actions.
- Manages records and tracks administrative offenses and fines in the legal database.
- Under the supervision of the Chief Legal Officer, interprets and ensures compliance with regulatory and policy standards set forth in applicable laws and regulations.
- Collects, edits and analyzes program data and prepares comprehensive program status reports for executive and managerial superiors.
- Reviews records and reports submitted by licensees and agency staff for compliance with legal, regulatory and policy standards.
- Responds to programmatic inquiries from the general public, governmental officials or other jurisdictions.
- Assists with Charitable Gaming trainings, as necessary.
- Processes responses to open records requests
- Assists with records retention.
- Keeps abreast of changes in relevant laws, regulations and policies.
- Drafts legal documents and regulations as assigned.
- Requires sitting at a computer for long periods.
- May require periodic travel, with occasional overtime and/or alternate schedules as needed.
- Other duties and tasks as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE:

- Bachelor's degree required; Bachelor's degree in Paralegal Studies or other relevant field strongly preferred.
- Exceptional organizational skills and attention to detail.
- Strong interpersonal and communication skills, both written and verbal, with the ability to provide effective customer service to internal teams and external stakeholders.
- Demonstrated ability to convey information clearly and professionally.
- Ability to work both independently and collaboratively, demonstrating teamwork, adaptability, confidentiality, and initiative.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Proficiency in recordkeeping, database management, and office administration.

COMPENSATION:

Annual compensation range \$65,000-\$76,000, based on experience. KHRG employees participate in the Kentucky Employees Retirement System, and are eligible to participate in the Kentucky health, life, and deferred compensation programs.

To apply, send a resume and cover letter by email to Cheri.Donovan@ky.gov