



JOB TITLE: Staff Attorney
DEPARTMENT: Legal
REPORTS TO: Chief Legal Officer

JOB SUMMARY:

The Staff Attorney position supports the Kentucky Horse Racing and Gaming Corporation's (KHRGC) Legal Division and the KHRGC's Office of Charitable Gaming by ensuring statutory and regulatory compliance of the KHRGC and licensees, drafting and reviewing administrative regulations, defending the KHRGC in administrative appeals, monitoring Open Records Requests, drafting contracts and other legal documents, and addressing other legal matters as they arise.

The Staff Attorney is responsible for assisting the Chief Legal Officer with a variety of legal issues arising in the areas of charitable gaming, administrative law, and litigation. Potential candidates should have strong research, writing and analytical skills.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Drafts, reviews, and processes administrative regulations through the Legislative Research Commission for the KHRGC.
- Represents the KHRGC's Office of Charitable Gaming in KRS 13B administrative hearings.
- Reviews and drafts responses to Open Records Requests with the Records Custodian of the KHRGC.
- Drafts, negotiates and enforces KHRGC contracts and other legal documents; reviews and approves contract and procurement documents prepared by the KHRGC and others.
- Monitors KHRGC activities for statutory and regulatory compliance.
- Monitors cases relevant to the Corporation in Kentucky and nationally and advises the Chief Legal Officer of relevant litigation as it arises.
- Provide advice and counsel within the KHRGC under the supervision of the Chief Legal Officer.
- May require periodic travel.
- Other legal tasks as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE:

- JD required.
- Licensed to practice law in the Commonwealth of Kentucky and membership in the Kentucky Bar Association.
- Minimum of 2 years of experience practicing law.

- Experience in the areas of litigation, administrative law, gaming law and employment law is preferred, but not required.
- Knowledge, experience and interest in the area of charitable gaming is preferred but not required.
- Excellent research, critical thinking and problem-solving skills to assist in providing advice on a wide variety of topics related to horse racing and gaming.
- Excellent verbal and written communication skills, including interpersonal skills and the ability to work with other team members within the Legal Division and the KHRGC
- Flexibility to adapt to shifting priorities and address various needs within the Legal division.

COMPENSATION:

Compensation will be based on experience in the range of \$95,000-\$106,000 annually. KHRGC employees participate in the Kentucky Employees Retirement System, and are eligible to participate in the Kentucky health, life, and deferred compensation programs.

To apply, please complete the application, attach a resume and cover letter and email all information to Ashleigh Bailey at ashleigh.bailey@ky.gov.