



NOTICE OF JOB OPENING

LEGAL COUNSEL

Opening Date: February 16, 2016

Closing Date: February 29, 2016 or Until Filled

Classification: Exempt

Summary of Job Duties and Responsibilities: assures that all operations of CAW are maintained in compliance with relevant laws, regulations and policies; acts as legal advisor and counsel to the Board of Commissioners, the Chief Executive Officer and staff; provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions; responds to and advises on matters related to the Freedom of Information Act and Attorney General's office inquiries; handles special projects as requested by the Board or CEO; subject to call some weekends and evenings; and performs other essential duties as deemed necessary.

Knowledge, Skills, and Abilities:

Knowledge in transactional legal procedures and contract negotiations.
Knowledge of the Arkansas Freedom of Information Act.
Knowledge of federal, state, and local legislation and regulations applicable to public drinking water systems and ability to read and interpret technical regulations.
Strong interpersonal, supervisory and communication skills, both verbal and written form.
Ability to operate under budgetary constraints.
Ability to ascertain compliance with laws, ordinances, and regulations.
Ability to advise the Board of Commissioners, the CEO, and staff on a regular basis.
Ability to identify errors, irregularities and unauthorized acts and take appropriate action.
Ability to demonstrate tact, diplomacy, and problem solving techniques in dealing with complex issues in a wide range of diverse situations and to effectively communicate and deal with elected and regulatory officials in sometimes sensitive or emotional situations.
Ability to negotiate and close complex real estate and other commercial transactions.
Ability to develop and present technical information and reports, orally and in writing.
Ability to handle multiple projects under time and resource pressure.
Ability to establish and maintain effective working relationships with co-workers, governmental agencies, citizen groups, stakeholders, legislative bodies, etc.
Ability to maintain confidentiality.
Ability to analyze complex issues and problems, develop and recommend an effective course of action.
Ability to operate menu driven computer, including Word, Excel, and Power Point applications.
Ability to work independently and exercise considerable independent judgment.
Skilled in diplomatic dealings with politically sensitive situations, issues, and individuals.
Skilled in researching, interpreting, and arguing the law as it pertains to the responsibilities and authority of CAW.
Skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances, and resolutions applicable to CAW.

Minimum Qualifications:

Graduation from an accredited School of Law with a Juris Doctorate and licensed to practice law in the State of Arkansas.

Special Qualifications:

Must maintain a personal cell phone due to subject to call out.
Must possess excellent interpersonal public speaking skills in order to deal effectively with news media, the public, employees, etc.

Working Conditions:

Individual works in a heated and air conditioned office.

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All interested employees of Central Arkansas Water are encouraged to apply and should request and complete a Request for Transfer/Promotion Form, available from Human Resources, in order to be considered for this position. Interested outside candidates may apply in person beginning on **Tuesday, February 16, 2016 during the hours of 7:30 a.m. to 4:30 p.m. in the Human Resources Office of Central Arkansas Water at 221 East Capitol, Little Rock. All forms must be completed and returned to Human Resources by 4:30 p.m. Monday, February 29, 2016** or until filled in order to be considered for the position. A criminal background check will be conducted.

Central Arkansas Water will require a pre-employment physical & drug testing for all prospective employees after an offer of employment has been made. All offers will be contingent on the prospective employee receiving a "negative" on the tests conducted.

Central Arkansas Water is an **EQUAL OPPORTUNITY EMPLOYER** and does not discriminate in its employment practices, or any other activities, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran's status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation or any other status protected by law.

Job Line: 501-377-1335

www.carkw.com

We support diversity and inclusion