

JOB ANNOUNCEMENT
Posting Date 10/02/2017
Legislative Research Commission

Office of Education Accountability

The Legislative Research Commission is accepting applications for the position of **Education Accountability Investigator** in the Office of Education Accountability. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties:

- Develop and maintain expertise in relevant education statutes, regulations, Open Records Law, Open Meetings Law, and Opinions of the Attorney General.
- Timely perform investigations of school districts, school district personnel, and school district procedures based on allegations received.
- Develop strategies aligned with best practices to investigate assigned complaints.
- Identify statutes and regulations applicable to assigned complaints and potential witnesses, documents, or other evidence that will assist in determining the validity of any allegations.
- Investigate assigned complaints by conducting interviews, gathering documents, and collecting other forms of evidence necessary to determine the validity of any allegations.
- Complete forms to memorialize interviews and document information gathered during the investigation.
- Draft preliminary reports stating findings, conclusions, and resolutions of investigation.
- Confer with Investigations Division Director regarding final report to be issued.
- Travel as required to investigate cases.

Minimum Qualifications: A juris doctorate; master's degree in public policy or education; or bachelor's degree with relevant coursework and experience. Experience in legal analysis, auditing, or other related field.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; knowledge of correct grammar, spelling, and punctuation; excellent written and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that occasional overtime may be required.

This is a permanent full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Application Deadline: Applications for this position must be submitted by the close of business on October 23, 2017. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter, current résumé, and an application (which may be accessed at www.lrc.ky.gov/lrc/LRCapplication.pdf) to LRCresumes@lrc.ky.gov and list the job title in the email subject line. All three items mentioned above must be submitted to be considered for this or any position at LRC.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Assistant Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin or disability.