

**JOB ANNOUNCEMENT**  
**Posting Date 05/18/2017**  
**Legislative Research Commission**

**Office of Education and Accountability**

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

The job duties and minimum requirements are as follows:

**Job Duties:** The job duties for this Education Accountability Investigator position with the Office of Education and Accountability include, but are not limited to, the following:

- Develop and maintain expertise in relevant education statutes, regulations, open records and open meetings laws, and opinions of the Attorney General.
- Timely perform investigations of school districts, school district personnel, and/or school district procedures based on allegations received.
- Develop strategies aligned with best practices to investigate assigned complaints.
- Identify and statutes or 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:**

Education Requirements: Juris Doctorate; master's degree in public policy or education; or a bachelor's degree with relevant coursework and experience.

Experience Requirements: Experience in legal analysis, auditing, or other related field.

The individual selected for this position must have a positive attitude, strong work ethic, be attentive to detail, have knowledge of correct grammar, spelling, and punctuation, have

excellent written and verbal communication skills, and be public service oriented with the ability to maintain a good rapport with LRC staff, state employees, and the general 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:** Applicants for this position must be submitted by the close of business on June 14, 2017.

All persons meeting the minimum requirements and who are interested in this position are encouraged to submit by email a cover letter and current resume to: [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

Tim Holbrook  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
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Frankfort, Kentucky 40601