



# Arkansas Department of Human Services



## REQUEST FOR PERSONNEL ACTION

*Casis*  
12.6.07

### SECTION I

Division: OCC  
Institution/County Office: \_\_\_\_\_ OR Central Office: \_\_\_\_\_  
County employee works in: Pulaski

### SECTION II

Employee Name: Rutledge Leslie C.  
Last First MI  
SSN: [REDACTED] Personnel #: [REDACTED] Effective Date: 12/03/2007

### SECTION III

Describe briefly the type of Personnel Action to be taken on the above named employee, and the reason for the action.

New-Hire  Re-Hire  Promotion  Job Series Promotion  Tri-Level Promotion  Demotion  Transfer  
 Termination Termination Code 01 Voluntary (DCO Only)  
 Other  
Comments: 21 (See att'd email)

Employee transferring to another Arkansas State Agency  Yes, specify \_\_\_\_\_  
 No

### SECTION IV

The following information is needed in order to process this request:

- AASIS Position Number and Position Title 22098560/Attorney
- Class Code and Grade R036/24
- Supervisor  Non-Supervisor Position
- Office Phone Number 682-8597
- Bi-Weekly Pay Period Hours/ Planned Working Time 80
- Hourly Rate 21.1540  LMR  EWQ (Attach Form 080,081 & Justification)

Time Administrator's Name Tina Lee

PERSONNEL AREA HS52  
(Example: HS29)

### SECTION V

The documents checked below are provided as necessary for the described personnel action:

- Completed Application Form, Resume, etc.  Resignation/Termination Letter (include lump sum payment hours in Section III)  
 Other (Refer to Section III)

### SECTION VI

Eric M. Gee 12-3-07  
Requesting Supervisor Date

[Signature]  
Division Director/Designee

Institutional Personnel Officer (if applicable)

DAS/OHR/Personnel Processing Officer



# Arkansas Department of Human Services

Office of Chief Counsel  
Attorney Leslie Rutledge

700 Main Street • P.O. Box 1437 – Slot S280 • Little Rock, Arkansas 72203-1437 • Voice: 501-682-8602 • Fax: 501-682-8639

December 3, 2007

Breck Hopkins  
Office of Chief Counsel  
Arkansas Department of Human Services  
P.O. Box 1437  
Little Rock, AR 72203

RE: Letter of Resignation

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Dear Mr. Hopkins:

With this letter, I officially tender my resignation with the Arkansas Department of Human Services effective immediately.

Thank you for the experience and opportunity to work with the staff at the Department of Human Services.

Respectfully,

  
Leslie Rutledge

cc: Lisa McGee  
Kay Forrest  
Misty Bowen-Eubanks

**Nan Black**

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**From:** Judy Besancon  
**Sent:** Thursday, December 13, 2007 6:30 AM  
**To:** Nan Black  
**Cc:** Lisa McGee; Breck Hopkins; Misty Bowen-Eubanks; Breck Hopkins  
**Subject:** FW: Leslie Rutledge  
**Importance:** High

Nan,

Please code the recent resignation of Leslie Rutledge (Personnel # 30992) so she cannot be hired again with the Department.

Thanks.

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**From:** Lisa McGee  
**Sent:** Wednesday, December 12, 2007 3:35 PM  
**To:** Judy Besancon  
**Cc:** Misty Bowen-Eubanks  
**Subject:** Leslie Rutledge

Please put a do-not-re-hire on Leslie. Breck said I can request this.

12/13/2007

3/22



DEPARTMENT OF FINANCE & ADMINISTRATION  
Office of Personnel Management  
Proof of Prior Service

Employee Name (Last, First, Middle) Buttledge, Leslie		SSN (If transfer from non-participating agency) [REDACTED]	
Personnel Number (If applicable) [REDACTED]	Final Classification Title Gov. ofc special asst.	Date Hired (MM/DD/YY) 3-22-04	
Class Code	Paygrade 24	Annual Salary \$ 44,160.48	Date Terminated or Date Retired (MM/DD/YY) 10-1-06

Employer

Agency/Institution Name DFA	Date (MM/DD/YY) 10-10-06
Business Area (If applicable) 0034	Personnel Area (If applicable) G-V01

Prior Service Employment Dates

Original Hire Date 9-16-01	Career Service Date 9-16-01	Leave Accrual Date 9-16-01	Performance Appraisal Date
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Prior Service Leave Balances

Annual Leave (Hrs./Mins.) will follow	Sick Leave (Hrs./Mins.)	Compensatory Leave (Hrs./Mins.)	TOTAL PRIOR LEAVE (Hrs./Mins.) →
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Retirement System *Indicate Retirement System*

<input type="checkbox"/> PER Contributory	<input type="checkbox"/> PERS N	<input type="checkbox"/> TIAA-Cref.
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Authorization

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority D. Whyne	Date (MM/DD/YY) 10-10-06
Telephone Number 334-9065	E-mail	Fax Number 683-2174

File



DEPARTMENT OF FINANCE & ADMINISTRATION  
Office of Personnel Management  
**Proof of Prior Service**

Employee Name (Last, First, Middle) <b>Buttledge, Leslie</b>		SSN (if transfer from non-participating agency) [REDACTED]	
Personnel Number (if applicable) [REDACTED]	Final Classification Title <b>Gov. ofc. Spain</b>	Date Hired (MM/DD/YY) <b>3-22-04</b>	
Class Code	Paygrade <b>24</b>	Annual Salary <b>\$ 44,160.48</b>	Date Terminated or (MM/DD/YY) Date Retired <b>12-31-04</b>

**Employer**

Agency/Institution Name <b>DEA</b>	Date (MM/DD/YY) <b>10-23-06</b>
Business Area (if applicable) <b>0034</b>	Personal Area (if applicable) <b>GV01</b>

**Prior Service Employment Dates**

Original Hire Date <b>9-16-01</b>	Career Service Date <b>9-16-01</b>	Leave Accrual Date <b>9-16-01</b>	Performance Appraisal Date
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**Prior Service Leave Balances**

Annual Leave (Hrs./Mins.)	Sick Leave (Hrs./Mins.)	Compensatory Leave (Hrs./Mins.)	TOTAL PRIOR LEAVE (Hrs./Mins.)
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**Retirement System** Indicate Retirement System in which employee participated with prior state service

PER Contributory    
  PERS Non-Contributory    
  TRS    
  TIAA-Cref.

**Authorization**

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority <b>B. Wayne</b>	Date (MM/DD/YY) <b>10-23-06</b>
Telephone Number <b>324-9065</b>	E-mail	Fax Number <b>683-2174</b>



# Arkansas Department of Health and Human Services



Reg. POP from DFA 10/9/06 **REQUEST FOR PERSONNEL ACTION**

*Aasis*  
10.9.06  
M. Fleming

### SECTION I

Division: Office of Chief Counsel  
Institution/County Office: \_\_\_\_\_ OR Central Office: \_\_\_\_\_  
County employee works in: Pulaski

### SECTION II

Employee Name: Rutledge Leslie C  
Last First MI  
SSN: [REDACTED] Personnel #: [REDACTED] Effective Date: 10/02/2006

### SECTION III

Describe briefly the type of Personnel Action to be taken on the above named employee, and the reason for the action.

- New-Hire  Re-Hire  Promotion  CLIP Promotion  Tri-Level Promotion  Demotion  Transfer
- Termination Reason \_\_\_\_\_ (DCO Only)
- Other \_\_\_\_\_

Comments: Emergency Hire @ Special Rate of Pay \$42,500 Administrative transfer into position # 22131897  
10/9/06

Employee transferring to another Arkansas State Agency  Yes, specify \_\_\_\_\_  
 No

### SECTION IV From: 2209 85608; R036/24;

The following information is needed in order to process this request:

- AASIS Position Number and Position Title: 22131897/Attorney  
22131897 (M)
- Class Code and Grade R036/24
- Supervisor  Non-Supervisor Position
- Office Phone Number Judy Besancon/682-8934
- Bi-Weekly Pay Period Hours/ Planned Working Time 80
- Hourly Rate 20.4327  LMR  EWQ (Attach Form 080,081 & Justification)

Time Administrator's Name Tina Lee 134  
209  
211  
**PERSONNEL AREA HS52**  
(Example: HS29)

### SECTION V

The documents checked below are provided as necessary for the described personnel action:

- Completed Application Form, Resume, etc.  Resignation/Termination Letter (include lump sum payment hours in Section III)
- Other (Refer to Section III)

### SECTION VI

[Signature] 10-3-06  
Requesting Supervisor Date

[Signature]  
Division Director/Designee

Institutional Personnel Officer (if applicable)

DAS/OHR/Personnel Processing Officer



**DEPARTMENT OF FINANCE & ADMINISTRATION  
Office of Personnel Management  
Emergency Hire Request**

Employee Name (Last, First, Middle) Rutledge, Leslie, C.		Personnel Number or SSN (if applicable) [REDACTED]	
Business Area 710	Personnel Area HS52	Organization Unit 41704033	
Position Number 22098560	Job Title Attorney	Class Code R036	Pay Grade Type 24
Position Is: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Agency certifies that Applicant meets official minimum qualifications? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**JUSTIFICATION:**

This position works on child welfare cases and must have knowledge and experience with juvenile casework. Mr. Rutledge has over a year of experience in juvenile Circuit Court which would greatly reduce the need for extra training. Mr. Rutledge could immediately begin representing the Division of Children and Family Services in court cases.

REC'D HR SEP 8'06AM 8:00

**Agency/Institution Approving Authority**

Agency/Institution Approving Authority <i>Charles Q. Hulse</i>	Date MM/DD/YY 8/25/06
Agency/Institution Approving Authority	Date MM/DD/YY

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	OPM Approving Authority <i>[Signature]</i>	Date MM/DD/YY 08/30/06
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Chief Fiscal Officer of the State	Date MM/DD/YY

R 11/13/03  
REC'D HR AUG 25'06PM 4:03

HIRING FREEZE EXCEPTION REQUEST FORM  
OFFICE OF PERSONNEL MANAGEMENT  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
1509 WEST SEVENTH STREET \* P O BOX 3278  
LITTLE ROCK, ARKANSAS 72203  
(501) 682-1823 Telephone  
(501) 682-5104 Fax

FOPM USE ONLY

Control No. 024381

- Approved  
 Rejected  
 Pending

Date 08/25/06  
(please print or type)

Date of Action: 9-1-06

Department/Institution DHHS

Twana Porter  
Administrator, Office of Personnel Management CCF

Agency/Division OCC

Position Title Attorney

Position Number 22098560 Internal Order I0710G100 Class Code R036 Grade 24

Resubmission  Yes  No  
(Indicate additional justification below)

Date of Original Submission

OPM Control Number (if available)

**Job Description:**

Please attach functional job description

Source(s) of Funding & Percentage of each: 43 % STATE 57 % FEDERAL 0 % OTHER

POSITION VACATED BY: Roneath Taylor ON (date) 08/30/06

REASON: Received other job opportunity with Disability Rights.

Location of Position (Specific Work Unit and City): OCC County Legal; Pine Bluff

**Justification and need to fill position**

**Verification**

I hereby certify that the above information is accurate.

Kay Forest by B 8-25-06  
Immediate Supervisor Signature

MANAGING ATTY.  
Supervisor's Title

Charles Hicks  
Division Director Signature

CHARLES Hicks  
Print Division Director's Name

[Signature] 8/29/06  
Department Director Signature

**Return Address: After action is taken by the Hiring Freeze Committee - Please return Request Form to:**

Name & Title: Office of Human Resources  
Agency Name: DHHS - Attn: Class and Comp  
Address: PO Box 1437 - Slot #WG1  
Address: DPW - 7<sup>th</sup> and Main Streets  
City, State, Zip: Little Rock, Arkansas 72203-1437

- Postal Service  Messenger Service

After approval, this form must be attached to all personnel transactions.

REC'D AUG 31 2006



Arkansas Department of Human Services  
Functional Job Description

Division/Office Office of Chief Counsel County Jefferson  
Position Number 22098560 Class Code R036 Grade 24  
OPM Job Title Attorney  
Functional Title Attorney  
Act. 150 Sec. 03 Unit 35 Element 00

**Minimum Qualifications (from OPM Job Specification):**

Licensed to practice law by the State Board of Law Examiners as established by Act 361 of 1911 and Act 88 of 1873.

**Job Summary**

The attorney works under administrative direction and is responsible for conducting legal research and writing legal documents for use in litigation and for providing legal assistance to agency/clients. This position is governed by state and federal laws and agency policy.

**Job Duties & Responsibilities**

Prepares witnesses for court. Reviews and approved affidavits. Prepares and files petition to order and ensures proper service. Issues subpoenas to ensure needed witnesses testify. Files necessary motions, such as twenty-day petitions, petitions to terminate, and adoptions. Prepares the case and attends staffing, if needed.

**Knowledge, Abilities & Skills (KAS):**

**Special Requirement (Preferred Skills/License/Experience/Travel, Shift Work, etc.)**

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**Supervisor's Signature & Date**

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**Employee's Signature & Date**

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**This is a Functional Job Description, in no way is it intended to take the place of the OPM Job Specification.**

- 1. Division/Office** -- indicate the Division or Office with DHS
- 2. County** -- indicate the county the position is assigned.
- 3. Position Number \***
- 4. Class Code \***
- 5. Grade \***
- 6. OPM Job Title \***
- 7. Functional Title** -- working job title
- 8. Act., Sec., Unit, Element \***
- 9. MQs (from State Job Specification)** -- OPM established & approved MQs as stated on the OPM job specification for a particular class code.
  
- 10. Job Summary** -- short paragraph of overall job duties.
- 11. Job Duties & Responsibilities** -- specific functions performed.
- 12. KAS** -- should be determined using the OPM Job Specification as a foundation and adding new KASs that are applicable to the job and deleting those which are not applicable to the job. The order of the KASs may be mixed according to the weights of the position specific tasks to which they relate, i.e. questions relating to abilities and skills may be asked before questions relating to knowledge. The job assessment worksheet, DHS-1154, will be used to record the KASs and must be used in the order submitted on the functional job description.
  
- 13. Special Requirements** -- list any preferred skills/license/experiences for this job.
  
- 14. Rating Supervisor and Employee Signatures** -- signed and submitted to Central Personnel Office within 30 days hire date. Original retained in the PPES file.
  
- \* Can be found in OPM position Control Listing. OPM Class Code Book or information can be obtained from the Division/Office Central Personnel Representative.**

## CLASS SPECIFICATION

CLASS TITLE: ATTORNEY

CLASS  
CODE: R036

LAST REVISION DATE:

### CLASS SUMMARY

The Attorney works under administrative direction and is responsible for conducting legal research and writing legal documents for use in litigation and for providing legal assistance to agency/clients. This position is governed by state and federal laws and agency policy.

### EXAMPLES OF WORK

1. Reviews and analyzes agency reports and records related to case to determine legal standpoint of agency and need for additional information.
2. Researches previous cases, decisions, state statutes, case law, and federal legislation relating to current cases to prepare for litigation or settlement.
3. Writes briefs, motions, and other pleadings supporting case arguments to facilitate litigation process.
4. Drafts new or amended legislation or regulations designed to enforce legislative intent.
5. Represents the agency and client in legal proceedings including administrative hearings and state and federal court.
6. Advises personnel on legal problems and renders legal opinions pertaining to agency programs and responsibilities.
7. Analyzes and interprets state and federal laws to determine impact on agency programs and to advise personnel in appropriate necessary action.
8. Attends and participates in meetings, conferences, and seminars to obtain continuing legal education credits and to stay abreast of changing trends and legislation.
9. May act as hearing officer.
10. May supervise a small administrative support staff by interviewing, recommending for hire, assigning and reviewing work, and evaluating the performance of incumbents.
11. Performs related responsibilities as required or assigned.

ATTORNEY (CONT.)

WORKING RELATIONSHIPS

The Attorney has regular contact with agency personnel and clients, defendants and defendant attorneys, court officials, and other state agencies. Occasional contact with the general public to respond to legal questions is required.

SPECIAL JOB DIMENSIONS

Occasional to frequent in-state travel to attend hearings, participate in court proceedings, and attend seminars is required. Occasional out-of-state travel to attend seminars and participate in court proceedings may be required.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of state and federal laws, regulations, and precedents.  
Knowledge of legal research and writing techniques.  
Ability to plan, organize, and direct the work of others.  
Ability to research, analyze, interpret, and apply legislation and case related information.  
Ability to conduct litigation.  
Ability to prepare, present, and review oral and written information and reports.

MINIMUM QUALIFICATIONS

Licensed to practice law by the State Board of Law Examiners as established by Act 361 of 1917 and Act 88 of 1873.

Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Qualifications Review Committee.

## Leslie C. Rutledge

August 22, 2006

DEHS  
Office of Chief Counsel  
Attn: Kay Forrest  
P.O. Box 1437, Slot 5260  
Little Rock, AR 72203

Fax: 501-682-8009

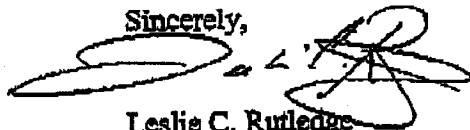
Re: Application for Position in Pulaski County, 11<sup>th</sup> Division

Dear Mrs. Forrest:

Please find enclosed a signed copy of my State Application as well as a copy of my current resume. I would like to apply for the attorney position in Pulaski County, 11<sup>th</sup> Division.

Should you have any questions, please do not hesitate to call me at [REDACTED]

Sincerely,



Leslie C. Rutledge

Enclosure

RECEIVED

AUG 29 2006

OFFICE OF THE ATTORNEY GENERAL  
LITTLE ROCK, AR

Print Application

### Application for Employment

Last Name: Rutledge Mailing Address: [REDACTED]  
First Name: Leslie City: [REDACTED]  
Middle Name: Carol State: [REDACTED]  
Home Phone: [REDACTED] Zip Code: [REDACTED]  
Work Phone: County: USA  
Message Phone: [REDACTED] E-mail Address: [REDACTED]

### Employment Status Section

Will you accept employment anywhere in the State?  Yes  No

If no, where would you accept employment? Central AR

Will you accept any type of employment?  Yes  No

If no, check which type(s) of employment you will accept: Full

Have you ever been employed by Arkansas State Government?  Yes  No

If yes, what was your name at that time? Leslie Rutledge

May we contact your current employer?  Yes  No

May we contact your former employer(s)?  Yes  No

### Professional Licenses

Please list professional license(s) relevant to position(s) for which you are applying.  
Provide type of license, license number, date of expiration and Issuing state.

Arkansas Bar License, ABN 2001126, 00-00-0000, AR

Arkansas State Jobs

**Work History**

List all prior work experience, including military service, beginning with your most recent employment. Include all work experience even if you do not believe that experience is related to the position or positions for which you are applying. You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

**Employment History:**

Law Offices of Hubert Alexander

**Mailing Address:**

Main Street |

City: Jacksonville

State: AR Zip Code: 72078

Business Phone: 501-982-0525

Type of Business: Law Office

Supervisor's Name: Hubert Alexander

Name under which you were employed:  
Leslie Rutledge

Your job title:  
Attorney

**Employment Dates**

From: 05 2006

To: Still Employed 0000

Average hours worked per week: 40

**Salary Information**

Lowest: \$ 42000 per

Highest: \$ per

Reason for leaving:

Your job duties. Please be specific.

Attorney

**Employment History:**

Lonoke Prosecuting Attorney's Office

**Mailing Address:**

301 N. Center, Suite 301 |

City: Lonoke

State: AR Zip Code: 72086

Business Phone: 501-676-2807

Type of Business: Legal

Supervisor's Name: Lona McCastlain

Name under which you were employed:  
Leslie Rutledge

Your job title:  
Deputy Prosecuting Attorney

**Employment Dates**

From: 03 2005

To: 05 2006

Average hours worked per week: 40

**Salary Information**

Lowest: \$ 40000 per Year

Highest: \$ 40000 per Year

Reason for leaving:

Position is/was funded by a federal grant

Your job duties. Please be specific.

-Represent the State in Circuit Court felony cases -Represent the State in Circuit Court juvenile cases -Represent the State in the Districts Courts of Cabot and Lonoke -Casework primarily involved felonies by use of a firearm, drug-related acts, and non-support

**Employment History:**

Office of the Governor

**Mailing Address:**

State Capitol Building, Suite 250 |

City: Little Rock

State: AR Zip Code: 72201

Business Phone: 501-682-3607

Type of Business: Government

Supervisor's Name: Brenda Turner

Name under which you were employed:  
Leslie Rutledge

Your job title:  
Deputy Legal Counsel

**Employment Dates**

From: 03 2004

To: 01 2005

Average hours worked per week: 40

**Salary Information**

Lowest: \$ 43000 per

Highest: \$ per

Reason for leaving:

Your job duties. Please be specific.

Legal research and writing Liaison for Regulatory Affairs

**Employment History:**

Arkansas Court of Appeals

**Mailing Address:**

625 Marshall Street |

City: Little Rock

State: AR Zip Code: 72201

Business Phone: 501-682-7470

Type of Business: Judicial Office

Supervisor's Name: Judge Josephine Hart

Name under which you were employed:  
Leslie Rutledge

Your job title:  
Law Clerk

**Employment Dates**

From: 09 2001

To: 03 2004

Average hours worked per week: 0

**Salary Information**

Lowest: \$ 38000 per Year

Highest: \$42000 per Year

Reason for leaving:

Your job duties. Please be specific.

Legal research and writing



## Educational History

### High School Education

Received Diploma: Select One Certificate Type: If none, highest grade completed: 1

### Post-Secondary, College, University, Trade/Vocational Schools Attended

School Name:	From:	08	1998
UALR Bowen School of Law	To:	05	2001
Location:	Hours Completed:	87	
Little Rock	Graduation:	05	2001
Major/Minor: /	Degree or Diploma Awarded:		
	J.D.—Other:		

School Name:	From:	08	1994
University of Arkansas	To:	05	1998
Location:	Hours Completed:	0	
Fayetteville	Graduation:	05	1998
Major/Minor-English/	Degree or Diploma Awarded:		
	Bachelor—Other:		

### Special Skills

Typing Speed - Corrected words per minute:

Stenographic Speed - Words per minute:

Can you transcribe machine dictation?

Yes  No

List the business machines, computers and word processors you can operate:

List any other skills relative to the job(s) for which you are applying:

### References

Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

### Disclosure Requirements

Governor's Executive Order 98-04, Governor's Policy Directive #6, and ACA §21-8-304 require that the following information be disclosed to be considered for employment with the State of Arkansas.

1. Are you one of the following

current member of the AR General Assembly?

current constitutional officer?

current state employee?

former member of the AR General Assembly?

former constitutional officer?

former state employee?

2. Is your spouse, brother, sister, parent and/or child of yourself or your spouse one of the following

current member of the AR General Assembly?

current constitutional officer?

current state employee?

former member of the AR General Assembly?

former constitutional officer?

former state employee?

3. None of the above applies

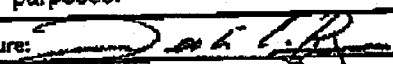
4. If any block is checked in #1 or #2 above, you will be required to disclose additional information if you are selected for interview.

Note to Hiring Official: If the applicant marks #3 above, no additional forms must be completed. If the applicant marks any box in # 1 or 2 above, s/he must complete the Employee Certification and Disclosure form (revised 10/02).

### Before You Sign this Application

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a collage degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

- I, the undersigned, hereby declare that, to the best of my knowledge and my ability, the information provided on this application is true and factual.
- I understand that, should I become an employee of the State of Arkansas, I will be required to disclose any benefit obtained from a state contract by a business in which I have a financial interest, pursuant to ACA §19-11-708, and will be subject to civil, criminal, and/or administrative remedies if I fail to report such benefits.
- I understand that, should I become an employee of the State of Arkansas, I will be restricted both during and after state employment from certain activities concerning procurement and selling to the state, pursuant to ACA §19-11-709, and will be subject to civil, criminal, and/or administrative remedies if I violate any of these restrictions.
- I understand that, if I am hired, my employment is not for any definite period of time, and I may be terminated at any time.
- I understand that if I state that I have a college degree, and do not have one, my application will be rejected or, if already hired, I will be terminated in accordance with ACA §21-12-102.
- I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.
- I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Vehicle Safety Program, my application may be rejected or, if already hired, I may be subject to termination.
- I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.
- I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.
- I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment, and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.
- I affirm that it is my genuine intent to seek, and if offered accept, employment in Arkansas State Government, and this application is submitted solely for that purpose and for no other purposes.

Signature: 	Date: 8-22-06
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### Equal Employment Data

This section is designed to collect information which will be used in the completion of various state and federal reports and will not be used in the processing of, or remain part of, your application. The completion of this section is voluntary.

Name: Leslie Carol Rutledge  
Gender: Male  Female   
Date of birth: [REDACTED]  
Social Security Number: [REDACTED]

Check one of the five (5) listed races which you consider yourself to be:

- White   
Black   
American Indian or Alaskan Native   
Asian or Pacific Islander   
Hispanic

If you do not consider yourself to any of the above please enter other

### Military History

Certain applicants may be eligible for veterans preference consideration, in compliance with the Arkansas Veterans Preference Act, A.C.A. § 21-3-301 et seq. For specific information and requirements, contact the Human Resources Office of the agency to which you are applying.

Have you served at least six (6) years in the National Guard or U.S. Reserve, or have you been honorably discharged from active duty in the United States military, excluding Active Duty for Training (AcDuTra) and Reserve Military Annual Training (AT)? Yes  No

Are you the spouse, widow, or widower of such a veteran? Yes  No

If "yes" to either of the above, please submit a DD-214 and other appropriate document with your application.

Are you a disabled veteran? Yes  No

Are you the spouse, widow, or widower of a disabled veteran? Yes  No

If "yes" to either of the above, please submit a current letter from the Veterans Administration and other appropriate document with your application.

Branch of Service:

Date of Entry:

Date of Discharge:

Type of Discharge:

**Attached Resume: Leslie Rutledge****EMPLOYMENT HISTORY****ATTORNEY**

Law Offices of Hubert Alexander  
May 2006-present

**DEPUTY PROSECUTING ATTORNEY**

March 2005-May 2006

Office of Lona McCastlain, Prosecuting Attorney, 23rd Judicial District

- Represent the State in Circuit Court felony cases
- Represent the State in Circuit Court juvenile cases
- Represent the State in the Districts Courts of Cabot and Lonoke
- Casework primarily involved felonies by use of a firearm, drug-related acts, and non-support
- Completed two-day trial advocacy seminar conducted by the Office of the Prosecutor Coordinator

**DEPUTY LEGAL COUNSEL**

March 2004-January 2005

Office of Governor Mike Huckabee

- Conduct research and advise the Governor on legal issues involving state government
- Advise the Governor and management team on requests based on the Freedom of Information Act
- Policy advisor to the Governor for several state agencies: Development Finance Authority, Bank Department, Insurance Department, Oil and Gas Commission, Public Service Commission, Securities Department, and the Workers' Compensation Commission
- Policy advisor and liaison to the Governor for numerous small boards and commissions
- Prepare weekly activity reports on agency activities and brief the Governor on the legal ramifications
- Staff meetings of the Governor and members of the Cabinet, company representatives, and various others
- Attend meetings, seminars, and training sessions of agencies
- Attend legislative committee meetings to advise the Governor

**JUDICIAL LAW CLERK**

September 2001-March 2004

Judge Josephine Hart, Arkansas Court of Appeals

- Researched and drafted legal opinions
- Attended oral arguments with the Judge
- Conducted research and wrote memorandums on criminal law, criminal procedure, ethics, contracts, estate planning, negotiable instruments, consumer law, health law, workers' compensation, property issues, employment law, civil procedure, domestic relations, and constitutional law

**LAW CLERK**

May 2000-December 2000

Hosto and Buchan, PLLC

### RELEVANT LEGAL RESEARCH, WRITING, AND COMPUTER SKILLS

- Proficient in both manual and computerized legal research
- Prepared pleadings and briefs in support of motions
- Accompanied attorneys and judges to both state trial court and court of appeals
- CM/ECF Online Bankruptcy Training
- Word processing: WordPerfect, Microsoft Word, Excel, and Power Point
- Legal research: Westlaw, Lexis, and Lois

### EDUCATIONAL BACKGROUND

- ADMITTED TO THE ARKANSAS BAR IN AUGUST 2001
- ADMITTED TO PRACTICE IN U.S. DISTRICT COURT IN OCTOBER 2002

University of Arkansas at Little Rock-Bowen School of Law  
1998-2001 JURIS DOCTOR

- Phi Alpha Delta Law Fraternity: Justice 2000-2001, Active in planning and organizing the increase and improvement of chapter events and membership. Member 1999-2000
- Criminal Law Society: Member 1999-2001

University of Arkansas

BACHELOR OF ARTS, English 1994-1998

- Fulbright Honors Society: Member 1994-1996
- Associated Student Government: Representative 1996-1998
- Alpha Delta Pi Sorority: Organized large events; "Most Valuable Member"

### ACTIVITIES AND HONORS

American, Arkansas, and Pulaski Bar Associations  
Pulaski County Young Lawyers Mentor Program  
University of Arkansas Alumni Association  
Arkansas Young Professionals Network, Director of Membership  
Federalist Society  
National Rifle Association  
Ducks Unlimited  
Alpha Delta Pi Little Rock Alumni, Philanthropy Chairman  
Published Author in UALR Writing Journal, "Quills & Pixels"  
Hobbies: Politics, Writing, Golf, Tennis, Traveling, Hunting, and Learning Spanish

### REFERENCES

Lona McCastlain  
Prosecuting Attorney, 23rd Judicial District  
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Lonoke, AR 72086

Judge Josephine Hart  
Arkansas Court of Appeals

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(870) [REDACTED]

Kelly Boyd  
Deputy Chief of Staff  
Office of the Governor  
State Capitol Building, Suite 250  
Little Rock, AR 72201  
(501) [REDACTED]

Bruce Burrow, Principal  
Belz-Burrow Development Group  
P.O. Box 19009  
Jonesboro, AR 72402  
(870) [REDACTED]

Judge Chancy Taylor  
1141 East Main Street  
Batesville, AR 72501  
(870) [REDACTED]

**Print Application**

# Leslie C. Rutledge

## PROFESSIONAL EXPERIENCE

**ATTORNEY/OFFICE ADMINISTRATOR**  
Law Offices of Hubert Alexander

May 2006-Present

**DEPUTY PROSECUTING ATTORNEY**  
Office of Lona McCaslain, Prosecuting Attorney, 23<sup>rd</sup> Judicial District

March 2005-Present

- Represent the State in Circuit Court felony cases
- Represent the State in Circuit Court juvenile cases
- Represent the State in the District Courts of Cabot and Lonoke
- Casework primarily involved felonies by use of a firearm, drug-related acts, and non-support
- Completed five-day trial advocacy seminar at the National Advocacy Center in South Carolina
- Completed two-day trial advocacy seminar conducted by the Office of the Prosecutor Coordinator

**DEPUTY LEGAL COUNSEL**  
Office of Governor Mike Huckabee

March 2004-January 2005

- Conducted research and advised the Governor on legal issues involving state government
- Advised the Governor and management team on requests based on the Freedom of Information Act
- Policy advisor to the Governor for several state agencies: Development Finance Authority, Bank Department, Insurance Department, Oil and Gas Commission, Public Service Commission, Securities Department, and the Workers' Compensation Commission
- Policy advisor and liaison to the Governor for numerous small boards and commissions
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- Staffed meetings of the Governor and members of the Cabinet, company representatives, and various others
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Judge Josephine Hart, Arkansas Court of Appeals

September 2001-March 2004

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## EDUCATION

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JURIS DOCTOR

1998-2001

- Phi Alpha Delta Law Fraternity: Justice 2000-2001, Member 1999-2000
- Criminal Law Society: Member 1999-2001

University of Arkansas  
BACHELOR OF ARTS, English

1994-1998

- Fulbright Honor Society: Member 1994-1996
- Associated Student Government: Representative 1996-1998
- Alpha Delta Pi Sorority: "Most Valuable Member" 1997



### RESEARCH SKILLS

- Proficient in manual and computerized legal research
- Prepared detailed pleadings and briefs in support of motions
- Assisted attorneys and judges with cases at state trial court and court of appeals
- CME/ECF Online Bankruptcy Training
- Microsoft Office
- Westlaw, Lexis, and Lois

### AFFILIATIONS/ORGANIZATIONS

American, Arkansas, Pulaski County, and Lonoke County Bar Associations  
Remington College Program Advisory Committee  
Pulaski County Young Lawyers Mentor Program  
University of Arkansas Alumni Association  
Arkansas Young Professionals Network, Director of Operations  
Federalist Society  
National Rifle Association  
Ducks Unlimited  
Alpha Delta Pi Little Rock Alumni, Philanthropy Chairman  
Published Author in UALR Writing Journal, "Quills & Pixels"  
Hobbies: Politics, Writing, Golf, Tennis, Traveling, Hunting, and Learning Spanish

### PROFESSIONAL REFERENCES

Lona McCastlain  
Prosecuting Attorney  
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Arkansas Court of Appeals  
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The Honorable Lance Hanshaw  
Circuit Judge  
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