

KANSAS BOARD OF HEALING ARTS - KSBHA
EMPLOYMENT OPPORTUNITIES

Associate Litigation Counsel – Attorney
Requisition # 189376

Position Location: Litigation Department

Recruiter: Sheila Rice

Phone: (785) 296-8558

Posting Type: Unclassified, with benefits

Salary Range: \$50,000 - \$70,000 Annually (Commensurate with experience)

Applications Accepted Through: Open until filled.

Position Summary:

The Kansas State Board of Healing Arts seeks a Kansas licensed attorney to serve as an Associate Litigation Counsel. The Kansas State Board of Healing Arts is a regulatory Board which has licensing, regulatory and enforcement jurisdiction over 14 health care professions and approximately 25,000 licensees. This is a full-time, unclassified, exempt position that serves as an Associate Litigation Counsel who will represent the agency throughout an administrative disciplinary action. The duties of the position may require the successful candidate to work more than a forty-hour work week.

The State of Kansas as an employer offers remarkable benefits that are invaluable to the professional and personal lives of our employees.

At the Kansas Board of Healing Arts, we reward our staff's hard work by providing training opportunities, a family-oriented work environment, and service recognition. Promotional opportunities, free parking, and flexible work schedules are also offered.

The KSBHA is a great place to work! Come be a part of our team!

Duties:

- Prepares and presents cases to the Board and appointed hearing officers.
- Appears on behalf of the agency in court or at administrative hearings.
- Serves as a trial attorney for disputed or undisputed administrative hearings.
- Attends all Board meetings.
- Some overnight travel may be required.
- Minimum Competencies:
- Considerable knowledge of state and federal laws, particularly the Kansas Healing Arts Act.
- Considerable knowledge of judicial and administrative procedures.
- Thorough knowledge of methods of legal and medical research and trial techniques.

EMPLOYEMENT OPPORTUNITIES

POSITION: Associate Litigation Counsel – Attorney

Page 2

- Ability to serve as lead counsel in a highly complex multiple patient medical standard of care licensing action.
- Ability to manage a large case load that requires extensive time and trial practice.
- Excellent research and writing skills.
- Excellent courtroom skills and demeanor.
- Ability to work well with others and under pressure with significant time restraints.

Minimum Requirements:

Applicants must have graduated from an accredited law school and have an active license to practice law in the State of Kansas. Applicants must have significant litigation experience.

Preferred Criteria:

Given the nature and volume of this work, the following qualifications are preferred: a considerable amount of trial experience serving as a lead attorney; a background in health law; experience working with expert witnesses; substantive litigation experience, such as handling discovery, litigation strategy, motions practice, brief writing, interviewing witnesses, taking and defending depositions, trial preparation, and negotiations; and a demonstrated commitment to public service.

Performance Standards:

To be successful, the expectation is that a candidate will be able to competently perform the routine tasks of the position with limited supervision.

How to Apply:

The application process has 4 REQUIRED STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>.

STEP 3: Submit your online application to the specific agency designated on this job announcement.

STEP 4: Submit additional required documents to the specific recruiter designated on this job announcement.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- **Online State of Kansas Application form**
- **Cover Letter**
- **Resume with law school class rank and GPA**
- **Three Professional References**

EMPLOYMENT OPPORTUNITIES

POSITION: Associate Litigation Counsel – Attorney

Page 3

- Current Writing Sample** that has been independently prepared and includes a motion, memo, or brief that shows legal analysis of a complex issue(s).
- Kansas Tax Clearance Certificate** (Send to Debra Albright, debra.albright@ks.gov)

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Recruiter Contact Information:

Name: Sheila Rice

Phone: 785-296-8558, or

Name: Deb Albright

Phone: 785-296-2723

FAX: 785-368-7102

Email: debra.albright@ks.gov

Agency Information:

Kansas State Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, KS 66612

How You Will Be Evaluated:

Once you complete and submit your application materials, your application will be reviewed to ensure you meet the minimum and any necessary special requirements. Next, your application will be evaluated and rated based on preferred competencies and criteria for the position.

What To Expect Next:

After your application is evaluated and ranked, you may be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome after the selection process is complete. You may call or email the recruiter contact listed to inquire about your application.

A pre-employment background and criminal history record check will be performed as part of the recruitment process.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

The Kansas Board of Healing Arts is an Equal Opportunity Employer.