



Job ID 206382

Location Shawnee County

Full/Part Time Full-Time

Agency Department of Transportation

Job Posting

Important Recruitment Information for this vacancy:

- **Job Posting closes: October 24, 2022**

Kansas Department of Transportation

At KDOT, 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 schedules are also offered. KDOT is a great place to work, so come be part of our team!

Verification of identity and employment eligibility to work in the United States is required by federal law. For a list of acceptable documents that establish these criteria, please refer to the federal [Form I-9](#). KDOT does not provide sponsorships.

[Kansas Department of Transportation](#)

About the Position:

- **Who can apply:** Anyone
- **Classified/Unclassified Service:** Unclassified
- **Full/Part-time:** Full-Time
- **Regular/Temporary:** Regular
- **Work Schedule:** Monday – Friday
- **Eligible to Receive Benefits:** Yes
- **Veterans' Preference Eligible:** Yes
- **Search Keywords:** Topeka, Office of the Chief Counsel, Eisenhower State Office Building

Compensation:

- **Beginning Annual Salary:** \$60,000.00
- **Beginning Hourly Pay:** \$28.84

***Salary can vary depending upon education, experience or qualifications.**

Employment Benefits:

- Educational Assistance Program
- On-the-job training programs
- Paid Vacation Leave & Paid Sick Leave & Paid State Holidays
- Group health, dental, vision.
- Family Oriented Work Environment
- Basic Life Insurance provided by the State/Optional Group Life Insurance at a reasonable cost.
- Retirement and deferred compensation programs
- Employee Assistance Program
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities:

Position Summary:

This position is located in Topeka, at the Eisenhower State Office Building, and is within the Office of the Chief Counsel. This position is one of two attorney positions that oversees contract administration for the agency's non-construction contracts and provides drafting, comprehensive review and redrafting of agency contracts. It provides legal representation on behalf of KDOT in contract-related matters. This position handles special projects as assigned by the Chief Counsel or Managing Attorney.

Job Responsibilities may include but are not limited to the following:

- Researches, plans, develops, and drafts legal documents for policies and programs for all areas within KDOT, except for construction contracts.

- Develops specifications for agency contracts, which may include drafting master templates containing uniform contract clauses.
- Responsible for technical decisions or critical issues made in the area of contract development regarding uniformity, accuracy, and conformance with policies and procedures.
- Responsible for identifying and implementing changes in language, policies and practices for contracts/agreements due to changes in regulations, engineering practices, legal language, or other problems identified or experienced.

[View the full position description](#)

Qualifications:

Licensing & Certification:

- Certificate of admission the Bar of the Supreme Court of Kansas or temporary permit to practice law issued by the Supreme Court of Kansas at the time of hire is required.
- Valid Driver's License at time of appointment.

Preferred Qualifications:

- One year of experience drafting and reviewing government agency contracts, or related experience.

Post-Offer/Pre-employment Requirements

- **Kansas Tax Clearance Certificate required** in accordance with Executive Order 2004-03. Each applicant (even non-residents) who is selected for a State of Kansas job vacancy must apply for a Tax Clearance Certificate within 10 days from the date of the offer letter by accessing the Kansas Department of Revenue's (KDOR) website at <https://www.kdor.ks.gov/apps/taxclearance/Status.aspx>.

If you need assistance with the tax clearance, please contact KDOR at (785)296-3199 or by email at kdor_specialprojects@ks.gov

Recruiter Contact Information:

- **Name:** Jessica Mills
- **Email:** kdothqjobs@ks.gov
- **Phone:** (785) 296-1841

Job Application Process

- First Sign in or register as a New User.
- Complete or update your contact information on the Careers> My Contact Information page. *This information is included on all your job applications.
- Upload required documents listed below for the Careers> My Job Applications page. *This information is included on all your job applications.
- Start your draft job application, upload other required documents, and Submit when it is complete.
 - Manage your draft and submitted applications on the Careers> My Job Applications page.
- Check your email and My Job Notifications for written communications from the Recruiter.
 - Email – sent to the Preferred email on the My Contact Information page
 - Notifications – view the Careers> My Job Notifications page

Helpful Resources at jobs.ks.gov: *"How to Apply for a Job – Instructions" and "How to Search for a Job – Instructions"*

Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

- Cover Letter
- Resume
- Law School Transcript
- Writing Sample (not to exceed 15 pages)
- DD214 (if you are claiming Veteran's Preference)

Helpful Resources at jobs.ks.gov: *"How, What, & Where do I Upload Documents"*

How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The

veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.