

## Assistant or Senior Attorney - Civil Litigation

The City of Topeka's Legal department is seeking a dedicated professional to serve as an attorney in Civil Litigation. This position is responsible for providing competent, professional and zealous professional legal representation and advice to the City and/or its employees, offices, and elected officials with respect to civil litigation filed in state and/or federal court, as well as before arbitrators and/or administrative agencies. This position will be filled as either an Assistant or Senior level attorney, depending on qualifications.

### **Primary duties include:**

- Represent the City of Topeka and its employees, officers and elected officials in arbitrations, administrative proceedings and civil litigation.
- Investigate, evaluate and/or manage tort claims filed with the City of Topeka.

### **Minimum qualifications:**

Must possess a Juris Doctor (JD) degree from an accredited law school and a license to practice law in the State of Kansas. Must be insurable within the standards set by the City of Topeka's insurance carrier and possess and maintain a valid Kansas driver's license.

**Assistant Attorney:** Two years of professional law practice in a relevant field.

**Senior Attorney:** At least five years of professional law experience in a relevant field, preferably in the public sector. Supervisory experience is preferred.

**Annual entry rate of pay:** \$74,500 - \$100,000 DOQ

For a complete position description and to apply online, please visit <https://www.topeka.org/careers>

### **The City of Topeka offers a comprehensive benefits package, including:**

- Health/Dental/Prescription Insurance
- Kansas Public Employee Retirement System.
- Generous paid Vacation and Sick leave
- Paid Life/Long Term Disability Insurance
- Deferred Comp Savings Plan
- Short-Term Disability Insurance
- Free Onsite Health & Wellness Clinic
- Free in-house full-service fitness facility
- Employee Assistance Program

*The City of Topeka is an Equal Opportunity Employer*