

COUNTY COUNSELOR II JOB OPENING
SHAWNEE COUNTY COUNSELOR'S OFFICE

Starting salary \$35.20 - \$38.85/hr (negotiable commensurate with experience.)

Applications MUST be submitted online at <http://www.snco.us/jobs/>.

Cover letter, résumé including references and writing sample required.

EMPLOYER DESCRIPTION

The Shawnee County Counselor is the civil attorney and legal counsel for Shawnee County, Kansas. The Counselor's Office is responsible for the representation of Shawnee County, Kansas, the Board of County Commissioners, and all of the departments, divisions, regulatory boards and advisory boards of county government in all legal matters relating to their official responsibilities. The Counselor's Office also is responsible for representing Shawnee County in all civil litigation in which the County is a party, either as a plaintiff or defendant, represents Shawnee County generally in matters of civil law and reviews all ordinances, resolutions, contracts, bonds and other written instruments.

POSITION DESCRIPTION

Under general supervision, this position provides civil legal services for Shawnee County. Performs other duties as required. This position is supervised by the County Counselor.

WORK PERFORMED

- 50% Litigation.** Litigates various civil matters including, but not limited to: civil litigation filed in State and Federal District Court, matters before various Administrative Agencies (i.e. Board of Tax Appeals, Department of Labor, EEOC/KHRC), labor and employment matters, appeals in State and Federal Courts, bankruptcy, property tax, real property, collections, code enforcement, zoning, and workers compensation.
- 20% Drafting.** Drafts resolutions, contracts, deeds, notices, letters and memoranda on various legal topics.
- 10% Administrative Assistance.** Assists with the administration of various County matters.
- 10% Legal Research.** Provides legal research for the County Counselor.
- 10% Provide Legal Opinions.** Drafts opinions for the County Commissioners, Department Heads and County Counselor.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General municipal, state, federal and common law affecting local government in Kansas.
- Judicial procedures, rules of evidence, trial, administrative and appellate procedures.
- Principles and practice of the legal profession including legal research, investigation, preparation and presentation of formal litigation cases in State and Federal District Court and Administrative Agencies.
- Established precedents and sources of legal reference applicable to County and local government activities.

Ability to:

- Deal effectively with elected officials, department heads, other County employees, and the general public; speak effectively in court and before groups; express legal opinions effectively in writing.
- Interpret and apply the provisions of labor agreements, County Code and County Personnel Rules and Regulations.
- Prepare technical communications directed to governmental agencies, County Administration and the public.
- Communicate effectively, both orally and in writing, using the English language.

Skills in:

- Organizing, interpreting and applying legal principles and knowledge to complex legal problems.
- Preparation and trial of cases.
- Offering advice on legal implications of issues relating to a variety of government functions.
- Written and oral communication.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of law with a Juris Doctorate or comparable degree.

Licensed and in good standing to practice law before the Kansas Supreme Court and the United States District Court for the District of Kansas.

Knowledge of the principles and practice of the legal profession including legal research, investigation, preparation and presentation of cases in court or other formal litigation.

Excellent oral and written communication skills.

Valid Driver's License.

SUPPLEMENTAL QUALIFICATIONS

Preference will be given to applicants who possess the following:

Three or more years of professional law practice with experience in general civil litigation, administrative hearings, and appeals.

Three or more years of experience appearing before Kansas State or Federal Courts, or appearing before Kansas Administrative agencies.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

Cover letter, résumé including references and writing sample required.

Remote work is a possibility for this position.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.