

COUNTY COUNSELOR I – SHAWNEE COUNTY COUNSELOR’S OFFICE

The Shawnee County Counselor’s Office has a job opening for an Assistant County Attorney. Starting salary \$29.66/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.

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

- 30% Legal Research.** Provides legal research for the County Counselor.
- 25% 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.
- 25% 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% 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:

- One or more years of professional law practice with experience in general civil litigation, administrative hearings, and appeals.
- One or more years of experience appearing before Kansas State or Federal Courts, or appearing before Kansas Administrative agencies.