

NOTICE OF JOB OPENING

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Posting Begins	September 9, 2021	Posting Ends	February 2, 2022
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Position Title	ASSISTANT DISTRICT ATTORNEY I, II, III
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Department	District Attorney's Office	Division	CINC
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	New Position	X	Full-time	40+	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	District Attorney's Office
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BRIEF JOB DESCRIPTION: Responsible for reviewing, charging, and adjudicating matters through all phases of child in need of care proceedings, including appellate work. Responsible for processing all truancy matters from multiple school districts within the county. Duties include reviewing police reports, Department of Children and Families reports, and other material related to child in need of care cases; filing child in need of care petitions, preparing requests for Temporary Order for Custody and First Hearings, appearing at regular truancy dockets and filing appropriate motions; assisting law enforcement officers and/or the Department of Children and Families during and after office hours; conducting adjudication and termination hearings. Additional responsibilities may include reviewing, charging and prosecuting cases through all phases in adult criminal and juvenile offender cases from pre-charging through post-conviction appellate work.

MINIMUM QUALIFICATIONS: Graduation from an accredited school of law, Juris Doctorate and a Kansas license to practice law or the ability to obtain one. Knowledge of Kansas Criminal Code, statutes, sentencing guidelines, evidentiary rules, local rules and procedures in criminal cases, application process for search warrants, miscellaneous cases, trap and trace procedures and all other legal/ evidentiary court rules.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$4,411.13-\$6,794.25/mo.	PI #	6225	Class. Code	
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Ext 01/20/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE