

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	January 6, 2022	<b>Posting Ends</b>	February 2, 2022
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<b>Position Title</b>	<b>ASSISTANT DISTRICT ATTORNEY I, II, III</b>
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<b>Department</b>	District Attorney's Office	<b>Division</b>	
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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

<b>Location of Position</b>	District Attorney's Office
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**BRIEF JOB DESCRIPTION:** Responsible for enforcing the laws of the State of Kansas, prosecuting cases ranging in levels of complexity and violations from misdemeanor to high-level felony, and representing the State's interest. Duties include preparing and presenting evidence; preparing for trials; interviewing witnesses; researching legal issues; preparing exhibits; preparing and reviewing journal entries, motions, and orders relating to court proceedings; negotiating with attorneys; filing criminal cases; preparing search warrants; appealing issues with the Kansas State Court and the Kansas Supreme Court; arguing at appellate court; preparing briefs; and, tracing progress of appeals through the courts.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited school of law, Juris Doctorate, and zero to seven years of litigation and work related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Membership in the Kansas State Bar; License to practice law in the State of Kansas or the ability to obtain one.

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

<b>Salary Range</b>	\$4,411.13 - \$6,794.25/mo.	<b>PI #</b>	6227, 6228	<b>Class. Code</b>	
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Ext 1/20/22

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**