

NOTICE OF JOB OPENING

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Posting Begins	July 28, 2022	Posting Ends	August 10, 2022
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Position Title	ATTORNEY I, II
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Department	Legal Department	Division	
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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	9 th Floor, 701 North 7 th Street, Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: The mission of the Legal Department is to provide quality and cost effective legal and related services for the Unified Government, both in its role as a city and as a county, the Board of Public Utilities, and Boards and Commissions of the Unified Government. The department provides legal opinions for elected officials, the County Administrator, and UG and BPU staff; is responsible for all litigation opinions for elected officials, the County Administrator, and UG and BPU staff; is responsible for all litigation filed against or on behalf of any of those entities; reviews and prepares contracts; drafts and reviews policies, ordinances and resolutions; provides representations in lawsuits, claims and tax appeal cases; conducts delinquent tax sales; acquires property through the eminent domain process; and prosecutes all violations of city ordinances in Municipal Court. This position will support the Municipal Court Prosecutors in addition to other duties.

MINIMUM QUALIFICATIONS: Juris Doctorate degree in Law and three years of civil litigation or related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Membership in the Kansas State Bar and License to practice law in the State of Kansas required.

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

Salary Range	\$4,978.97-\$7,165.60/mo.	PI #	0291	Class. Code	
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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.

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

**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
EOE**