

# NOTICE OF JOB OPENING

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| <b>Posting Begins</b> | June 3, 2021 | <b>Posting Ends</b> | July 28, 2021 |
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| <b>Position Title</b> | <b>SR ASSISTANT DISTRICT ATTORNEY</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 |

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| <b>Location of Position</b> | District Attorney's Office |
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**BRIEF JOB DESCRIPTION:** Responsible for assisting the District Attorney by litigating intermediate and high-level cases. Duties include: assignment to the Conviction Integrity Unit litigating post-conviction claims under K.S.A. 60-1507. Reviewing police reports and other material related to criminal investigations; preparing and filing appropriate motions; appearance at dockets; and limited appellate practice.

**MINIMUM QUALIFICATIONS:** Seven years of progressively responsible supervisory, criminal, civil, legal practice, 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. Experience with handling high level criminal cases highly desired. Good communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction. Membership in the Kansas State Bar and License to practice law in the State of Kansas required. Knowledge of Federal, State and local laws and regulations, Constitutional and/or Criminal law; court procedures and etiquette as well as sentencing guidelines.

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

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|---------------------|-----------------------------|-------------|------|--------------------|------|
| <b>Salary Range</b> | \$5,196.54 - \$7,210.67/mo. | <b>PI #</b> | 6288 | <b>Class. Code</b> | 1641 |
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**Extend 7/15/2021**

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