

NOTICE OF JOB OPENING

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Posting Begins		Posting Ends	
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Position Title	ASSISTANT DISTRICT ATTORNEY
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Department	District Attorney's Office	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	District Attorney's Office
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BRIEF JOB DESCRIPTION: Responsible for reviewing, charging and prosecuting more complex cases through all phases in adult criminal and juvenile offender cases from pre-charging through post-conviction appellate work. Duties include reviewing police reports and other material related to criminal investigations; filing criminal charges; review and evaluate requests for search and arrest warrants; appearing at regular dockets and filing appropriate motions; presenting evidence at all stages of court proceedings; prepare all pleadings and arguments for cases on appeal; assisting law enforcement officers during and after office hours; conducting jury trial and sentencing hearings.

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. Knowledge of Federal, Kansas state, and local laws and regulations; Kansas criminal and civil procedure and legal principles in Constitutional and criminal law.

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

Salary Range	\$4,787.47-\$6,402.94./mo.	PI #	6240	Class. Code	1645
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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.

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.

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