

## JOB DESCRIPTION

Title:	<b>Assistant County Attorney</b>	Pay Grade:	110
Department:	County Attorney	FLSA Status:	Exempt
Reports To:	County Attorney	Revision Date:	6/10/24

## POSITION SUMMARY

Represent the County Attorney and the State of Kansas in the prosecution of cases as assigned by the County Attorney. This may include traffic, juvenile offender, child in need of care, felony or misdemeanor crimes, and civil consumer protection actions or appeals.

This position is appointed by and under the supervision of the County Attorney

## ESSENTIAL FUNCTIONS

*The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

- Represents the State of Kansas in the prosecution of felony and misdemeanor crimes and traffic offenses.
- Represents the State of Kansas in civil actions related to Child in Need of Care or 60-1507 actions.
- Represents the State of Kansas in care and treatment hearings.
- Represents the State of Kansas in hearings before the 9<sup>th</sup> Judicial District Court and the appellate courts of Kansas.
- Responds to public inquiries; communicates with elected officials, department heads, social workers, legal and medical professionals, law enforcement personnel, witnesses, and responds to inquires with general information as available.
- Interviews and advises complainants and witnesses.
- Examines, evaluates and presents evidence.
- Prepares and prosecutes juvenile offender, Care and Treatment, Child in Need of Care, Traffic, and Criminal cases, both misdemeanor and felony.
- Prepares opinions, briefs, pleadings, and other legal documents.
- Studies and analyzes writs, pleadings, exhibits, case files and records in order to ascertain the issues before the court and appropriate legal precedent.
- Provides training to law enforcement agencies on changes in the law and courtroom procedure when requested.

- Provides information to community agencies regarding current laws and law enforcement techniques.
- Appears before the District Court on arraignments, evidentiary hearings, preliminary hearings, termination hearings, bench trials and jury trials.
- Prepares briefs and other motions for the Kansas Supreme Court and Kansas Court of Appeals.
- Appears before the Kansas Supreme Court and Kansas Court of Appeals. Prepares pleadings and appears on extradition cases.
- Prepares pleadings and represents the State of Kansas on Habeas Corpus and other civil matters pertaining to criminal cases.
- Consults and advises the Administration and County Commission on matters relating to projects and department operations.
- Works to improve customer service.
- Works with other departments to ensure efficient and effective service delivery.
- Performs tasks to support the County Attorney when requested.
- Maintains highly confidential information in accordance with all policies, procedures and laws.
- Other duties as assigned.

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Juris Doctorate degree from an accredited law school.
- Two (2) years of related experience and/or training preferred.
- License to practice law in Kansas.

#### **SUPERVISORY RELATIONSHIPS**

Works under the guidance of the County Attorney and Deputy County Attorney to ensure coordination of objectives and priorities of the department. Works under the guidelines of various Federal and State governmental regulations as well as under the County's policies, procedures, municipal code, ordinances and various other regulations.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of common law, state and federal laws and regulations relevant to the office's legal responsibilities.
- Knowledge of Kansas criminal statutes, state and federal criminal case law and general criminal jurisprudence.
- Knowledge of principles, methods, materials and practices of legal research.
- Command of the rules of professional responsibility (ethics) and office policies, demonstrating the ability to correctly lead the office through the resolution of ethics issues.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to plan, assign and evaluate the work of attorneys, investigative staff, and clerical personnel, demonstrating effective interpersonal skills to support the health of the Office and providing a role model of a career prosecutor.
- Ability to manage case assignments, prepare proper documentation, prepare comprehensive case notes, manage the case file and complete work in a timely and professional manner.
- Knowledge of administrative policies and procedures of the County.

- Knowledge of current office practices and procedures consistent for this position.
- Computer skills including Word, PowerPoint, Excel, Westlaw, Outlook, PBK and Odyssey.
- Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time-off, and maintaining personnel records.
- Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Skill in researching and understanding complex written materials.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to maintain professionalism at all times while using sound judgement and following all applicable laws and ethical obligations.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

## **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- **Essential Physical Functions of the position are provided in the Functional Job Analysis Attachment.**

- Ability to observe details at close range.
- Communication is required for expressing or exchanging ideas so others understand.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature

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Date

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Employee Printed Name

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Supervisor Signature

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Date