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# Prosecutor(Job Id 1318)

**Location:** US:KS:Overland Park

**Category:** Law

**Employment Type:** Employee

**Post Date:** 09/10/2025

## Description

The City of Overland Park has a full-time **Prosecutor** position available in the Law Department.

### JOB SUMMARY:

Prepares and prosecutes municipal court cases. Performs other duties as assigned.

### DUTIES AND RESPONSIBILITIES:

- Review complaints. Reads, researches, and discusses case details as required.
- Conducts legal research and/or provides legal advice. Communicates with staff, police department, witnesses and victims to gather necessary facts. Identifies legal issues and reads and analyzes cases, prepares and provides a written memorandum, pleading or brief setting forth legal analysis. Communicates legal analysis to the appropriate party. Attends Council, standing Committee and other City meetings as requested.
- Prepares cases for prosecution. Reviews reports, conducts legal research as appropriate, prepares witnesses for trial. Witnesses include civilians and law enforcement.
- Prosecutes de novo appeals to the Johnson County District Court and appeals to the Kansas Court of Appeals and appeals to the Kansas Supreme Court. Communicates with judges, witnesses, juries and opposing counsel so that the City's position is clearly understood. Prepares all exhibits and conducts jury selection, opening statement, cross and direct examinations and closing arguments.
- Counsels, advises and trains police officers and code enforcement officers on issues related to municipal court prosecution.
- Implements the City's policy concerning DUI diversion. Reviews and maintains familiarity with all statutory requirements concerning diversion of criminal cases in the Municipal Court.
- Develops and maintains Public Information Programs. May research, write, distribute and promote programs discussing the criminal justice system.
- Assigns work duties to the support staff as needed. Advises the Legal Support Administrator as to the staff's performance.
- Conducts plea negotiations with defendants and defense attorneys. Enforces Law Department plea policies.
- Testifies concerning legislative matters. Researches and prepares written testimony and proposed legislation. Presents testimony to legislative committees.
- Works the days and hours necessary to perform all assigned responsibilities and tasks. Is available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
- Is punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- Performs other job duties as assigned.

### Requirements:

### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Juris Doctor Degree from an accredited law school.
- Membership in the State Bar of Kansas.
- Access to the Kansas Criminal Justice Information System (KCJIS) may be required, so the following KCJIS requirements apply: must be at least 18 years of age; must not have been convicted of a felony; must not have been convicted of a serious misdemeanor; and must not have an arrest history the nature and severity of which warrant disqualification.

### EXPERIENCE:

- One to three years legal work in governmental law, criminal prosecution or trial practice, or an equivalent level of experience.

### SKILLS:

- Excellent oral and written communication skills.

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- Legal research skills.
- Good independent judgment.
- PC and telephone skills.
- Analytical skills.

**MENTAL REQUIREMENTS:**

- Ability to read and comprehend statutes, case law, ordinances, legal reference materials, and legal correspondence.
- Ability to analyze legal issues.
- Ability to write perceptively, coherently, thoroughly and succinctly.
- Ability to recognize and protect confidential data.
- Ability to make presentations to large and small groups.
- Ability to empathize with crime victims.
- Ability to work in a hectic environment.
- Ability to deal with constant interaction with others.

**PHYSICAL REQUIREMENTS:**

- Ability to travel and attend courtroom proceedings, physical sites, and legislative sessions.
- Ability to meet/consult with judges, witnesses, jury members, opposing counsel, staff, elected officials, general public and others.
- Ability to operate and input data into a personal computer and other relevant technology.
- Ability to place and receive telephone calls.
- Ability to sit and be attentive for extended periods of time.

**SUPERVISORY RESPONSIBILITY (Direct &Indirect):**

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: 8:00 a.m.-5:00 p.m., Mon.-Fri.

Salary Range: Grade I, \$80,087.63 - \$110,519.74

Application Deadline: Open until filled

Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

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