

NOTICE OF JOB OPENING

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Posting Begins	December 22, 2016	Posting Ends	January 11, 2017
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Position Title	ASSISTANT DISTRICT ATTORNEY II
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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 cases through all phases from pre-charging through post-conviction appellate work. Duties include reviewing police reports and other material related to criminal investigations; filing criminal charges, preparing requests for arrest warrants, appearing at regular dockets and filing appropriate motions; assisting law enforcement officers during and after office hours; managing trial setting schedule.

MINIMUM QUALIFICATIONS: Graduation from an accredited school of law, Juris Doctorate, and at least three years of prosecution experience and a Kansas license to practice law or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. 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.

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

Salary Range	\$4,432.14 - \$5,813.60/mo.	PI #	6222	Class. Code	1640
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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.**