

SHAWNEE COUNTY, KANSAS
Position Description
Assistant County Counselor

POSITION NUMBER: CO1003B

FLSA STATUS: E

POSITION DESCRIPTION

Under general supervision, this position provides civil legal services for Shawnee County. Performs other duties as required. This position is supervised by the County Counselor.

Work Schedule: Monday – Friday, 8:00 am to 5:00 pm, with possibility of a hybrid schedule

WORK PERFORMED

- 50% Litigation.** Litigates various civil matters including, but not limited to: civil litigation filed in State and Federal District Court, matters before various Administrative Agencies (i.e. Board of Tax Appeals, Department of Labor, EEOC/KHRC), labor and employment matters, appeals in State and Federal Courts, bankruptcy, property tax, real property, collections, code enforcement, zoning, and workers compensation.
- 20% Drafting.** Drafts resolutions, contracts, deeds, notices, letters and memoranda on various legal topics.
- 10% Administrative Assistance.** Assists with the administration of various County matters.
- 10% Legal Research.** Provides legal research for the County Counselor.
- 10% Provide Legal Opinions.** Drafts opinions for the County Commissioners, Department Heads and County Counselor.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General municipal, state, federal and common law affecting local government in Kansas.
- Judicial procedures, rules of evidence, trial, administrative and appellate procedures.
- Principles and practice of the legal profession including legal research, investigation, preparation and presentation of formal litigation cases in State and Federal District Court and Administrative Agencies.
- Established precedents and sources of legal reference applicable to County and local government activities.

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Ability to:

- Deal effectively with elected officials, department heads, other County employees, and the general public; speak effectively in court and before groups; express legal opinions effectively in writing.
- Interpret and apply the provisions of labor agreements, County Code and County Personnel Rules and Regulations.
- Prepare technical communications directed to governmental agencies, County Administration and the public.
- Communicate effectively, both orally and in writing, using the English language.

Skills in:

- Organizing, interpreting and applying legal principles and knowledge to complex legal problems.
- Preparation and trial of cases.
- Offering advice on legal implications of issues relating to a variety of government functions.
- Written and oral communication.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery		X		
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying		X			Turning		X			Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking		X			Slippery Surfaces		X		
Near Vision				X	Standing		X			Work Above Ground	X			
Far Vision		X			Sitting			X		Work Below Ground	X			
Color Vision		X			Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X					X		

EQUIPMENT USED

Computer/Tablet
Printer

Photocopier
Fax Machine

Telephone
Office Furniture

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MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law with a Juris Doctorate or comparable degree.
- Licensed and in good standing to practice law before the Kansas Supreme Court and the United States District Court for the District of Kansas.
- Excellent oral and written communication skills.
- Valid Driver's License.

SUPPLEMENTAL QUALIFICATIONS

- *Preference will be given to applicants who possess the following:*
- One to five years of experience in general civil litigation, administrative hearings, and appearing before Kansas State or Federal Courts.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Cover letter, résumé including references and writing sample required.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 08/26

Revision History: 10/26