

Job Description



Johnson County Government

Department of Human Resources

Job Title: Chief Deputy District Attorney **Job Code:** 902007 **Job Family:** Legal

Pay Grade: JC.23.23 **FLSA:** Exempt **EEO:** Professional

Department/Agency: District Attorney **Position Number(s):** 100013

Recommended Position Title(s): Chief Deputy District Attorney

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Supervises all legal staff, including Section Chiefs (Lead District Attorneys) and their subordinates in an appropriate manner while acting as a good role model.
- Serves as the primary advisor to the District Attorney regarding public statements, media interactions, case assignments, personnel matters, policy decisions, etc.
- Provides effective case preparation and presentation for "major cases", including high-level, high profile, sensitive, and off-grid person crimes.
- Serves as the primary backup to the District Attorney for internal and external workgroups, partnerships, appointments, community outreach efforts, and other duties as assigned by the District Attorney.
- Exercises good judgment in making appropriate on-call, case-filing and case disposition decisions in a timely manners and serve as the primary backup on-call attorney for all on-call Assistant District Attorneys.
- Develops and maintains professional and congenial interaction with agencies with whom contact is made outside of the District Attorney's Office, including law enforcement, the courts, the defense bar, the public, and the media.
- Participates in and support the administrative responsibilities of the District Attorney.

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- Researches legal issues and write persuasive and accurate legal memorandum, appellate briefs, and other documents.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Juris Doctorate, active Kansas license to practice law, and five years of prosecution experience is required. Experience serving as lead counsel on high level and/or complex criminal cases for at least 30 jury trials, 60 bench trials or appellate briefs, or some combination thereof is required. Two years personnel leadership/management experience to include establishing performance measures, setting development goals, coaching subordinates, and providing continuing education opportunities is required. Demonstrated subject matter expertise in multiple areas of the law, including civil and criminal procedures and areas of practice is required. Demonstrated ability to design and implement strategic, long term planning for staffing and organizational development is required. KS/MO driver's license may be required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

No preferred job requirements.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.

May be required, as needed, to handle physical evidence, which may include weapons, biological materials, etc.

Will be exposed to photos, videos, written reports, and other materials that may be disturbing.

May be required, as needed, to work additional hours to prepare appeals or case presentations as well as remaining on call to on-call attorneys on a 24/7/365 basis.