

# Job Description



Johnson County Government

Department of Human Resources

---

**Job Title:** Master District Attorney      **Job Code:** 902004      **Job Family:** Legal  
**Pay Grade:** JC.21.21      **FLSA:** Exempt      **EEO:** Professional  
**Department/Agency:** District Attorney      **Position Number(s):** Multiple  
**Recommended Position Title(s):** Master 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.

## Essential Duties:

- Maintains a functional knowledge of Constitutional law, federal law, federal and state case law, Kansas statutes, municipal codes, criminal procedures, rules of evidence, local court rules, professional ethical standards, administrative regulations, and applicable civil laws, rules, and procedures to serve as a subject matter expert and make appropriate prosecutorial decisions including arrest, search, bond recommendations, and criminal charging regarding complex and high-level felony district court cases.
- Applies previously described legal expertise to responsibly and effectively prepare criminal cases for presentation to the court through review of evidence, persuasive legal argument, effective motions practice, effective legal research, successfully interviewing witnesses and victims, etc.
- Applies previously described legal expertise to responsibly and effectively present complex and high-level felony cases to the court and serve as a local subject matter expert for an area of practice within the organization.
- At all times promotes positive and collaborative professional working relationships with agency partners including internal partners, law enforcement - to include 24/7 on-call availability for area of supervision, the judiciary, members of the defense bar, crime victims, members of the public, members of community-based organizations, and other colleagues to include, as needed, serving as a media contact for assigned cases or matters relevant to delegated area of subject matter expertise.
- Maintains required continuing legal education hours and pursue elective continuing education opportunities that foster development of subject matter expertise.
- Assumes responsibility for the professional development and organizational advancement of internal and external partners through teaching appointments, such as at the Police Academy, and through leadership appointments to boards and/or committees for projects or agency partnerships.
- Represents the State of Kansas in cases beyond the 10th Judicial District, by appointment as a Special Prosecutor, Special Assistant U.S. Attorney, or Special Assistant Attorney General or by researching, drafting, and presenting appellate arguments. Will, with the approval and at the request of the District Attorney, propose and present new legislation to the Kansas Legislature.
- Provides strategic input toward the development of the organization to include on-going review and implementation of policies, processes, and procedures and identification and presentation of resource needs to the District Attorney.

Revised February 2012

# Job Description

## **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 three years of prosecution experience is required. Experience serving as lead counsel in at least 25 criminal jury trials, 50 criminal bench trials, or some combination thereof is required. Recognized engagement of community partners through appointments to various committees, projects, and service groups is required. May require KS/MO driver's license.

***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 during times of jury trials and on-call.