

# Job Description



Johnson County Government

Department of Human Resources

**Job Title:** Senior Attorney

**Job Code:** 902006

**Job Family:** Legal

**Pay Grade:** JC.22.22

**FLSA:** Exempt

**EEO:** Professional

**Department/Agency:**

**Position Number(s):** 100047

**Recommended Position Title(s):** Senior Attorney, Senior 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.

## Essential Duties:

- Researches legal issues and writes persuasive and accurate appellate briefs or serve as lead counsel on complex, high-level cases.
- Present oral arguments and demonstrate trial presentation effectiveness
- Shares responsibility and recognition of team goals and results, through positive, professional interaction with other staff members of the DA's office.
- Participates in and support the administrative responsibilities of the District Attorney including policy review and development, assist and advise in personnel matters, attend public speaking events on behalf of the District Attorney, etc.
- Serves as the Continuing Legal Education (CLE) coordinator for all legal staff of the District Attorney's Office to monitor CLE credits acquired by ADAs, provide CLE training, and approve CLE requests.
- Exercises good judgment in making appropriate on-call, case filing, and case disposition decisions in a timely manner.
- 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, and the public.
- Serves as a member of the District Attorney's administrative section and as a legal advisor to the District Attorney and Assistant District Attorneys on unclear criminal and civil legal matters.

## 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.***

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