

Assistant County Attorney: Primarily felony, misdemeanors, and traffic cases. The ideal candidate must be licensed and in good standing to practice law in the State of Kansas. The attorney will be responsible for the handling the case from the beginning through trial. Responsibilities include research and drafting motions, responses and legal memorandum. Litigation experience is preferred.

Duties:

- Prosecute felony, misdemeanor and traffic cases.
- Draft legal documents, including pleadings, motions, and contracts
- Assist with case management and preparation for hearings and trials
- Conduct interviews with law enforcement, victims and witnesses and gather relevant information
- Review and analyze legal documents and agreements
- Stay updated on changes in laws and regulations that may impact cases

Skills:

- Strong legal drafting skills with attention to detail
- Proficient in legal administrative tasks, such as organizing case files and maintaining calendars
- Excellent research skills to gather relevant information from various sources
- Ability to litigate cases effectively and present arguments persuasively
- Exceptional writing skills to prepare clear and concise legal documents
- Familiarity with legal research databases, such as Westlaw
- Strong negotiation skills to advocate for victims' interests during settlement discussions
- Ability to conduct thorough legal research to support case strategies

Qualifications:

- Juris Doctor (J.D.) degree from an accredited law school
- Admission to the state bar association (Kansas)
- Prior experience working as a prosecuting attorney preferred, but not required
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills

Benefits:

- Competitive salary based on experience and qualifications
- Health insurance coverage (medical, dental, vision)
- Retirement plan options (401k or pension)
- Paid time off for vacation, sick leave, and holidays