

## **STAFF ATTORNEY**

### **DEFINITION OF WORK**

This is highly responsible legal and administrative work serving as an employee of the Kansas Judicial Council under the supervision of the Executive Director.

Work involves executing research and writing assignments and assisting the Executive Director in performance of duties in the areas of committee-related work, publications, and legislation.

### **EXAMPLES OF WORK PERFORMED**

Attorney performs research and assists with preparation and conduct of Judicial Council and committee studies.

Attorney staffs several Judicial Council advisory committees. Attorney is required to interact with committees and respond to requests for assistance and research. Attorney schedules committee meetings, prepares committee mailings, and drafts committee minutes, reports, comments, statutes, legal forms, court rules, and other documents.

Attorney assists in preparation, presentation, and monitoring of Judicial Council legislation.

Attorney reviews and edits publications prepared by Judicial Council drafting committees, including examining publications for style and content, checking citations for accuracy, and conferring with authors and committee chairs to resolve discrepancies.

Attorney assists in reviewing and updating legal forms and other content on the Judicial Council website.

Performs related work as required.

### **REQUIRED EDUCATION AND EXPERIENCE**

Juris doctorate degree from an accredited law school.

License to practice law in Kansas.

Outstanding academic credentials.

## **KNOWLEDGE, ABILITIES, AND SKILLS**

### Minimum Requirements:

Knowledge of Kansas law and procedure.

Legal research skills, including the ability to use either traditional sources or online legal research services.

Legal analysis and writing skills necessary to draft reports, legislation, and legal forms.

Knowledge and understanding of the state legislative process.

Time management skills and the ability to meet deadlines.

Ability to work effectively with other staff members and committee members.

**SALARY** - Lower \$70K, commensurate with qualifications.

**RESUME SUBMISSION** - Submit resume and writing sample by November 1, 2024 to: Kansas Judicial Council, Nancy Strouse, 301 SW 10<sup>th</sup> Ave., Topeka, KS 66612 or by email to [judicial.council@ks.gov](mailto:judicial.council@ks.gov).