

**ASSISTANT ATTORNEY GENERAL / ASSOCIATE GENERAL COUNSEL**  
**KANSAS BUREAU OF INVESTIGATION**

The Kansas Bureau of Investigation is accepting applications to fill an **Assistant Attorney General / Associate General Counsel** position. The KBI is the premier criminal investigative agency in the state of Kansas. The KBI is committed to its critical mission of preventing crime and enhancing public safety in Kansas. The KBI employs individuals who exemplify the highest standards of integrity, service, and dedication. Successful candidates for the **Assistant Attorney General / Associate General Counsel** position must have a high degree of ethical standards, be self-motivated, and be well-organized while paying close attention to details in a timely and efficient manner. Come feel like you're part of something bigger at the KBI!

If selected as AAG/AGC, your duties may include serving as the agency's freedom of information officer, fielding and providing timely and appropriate responses to open records requests; serving as the agency's privacy officer, managing and ensuring compliance with policies and procedures to protect personally identifiable information and other sensitive information, as appropriate; and negotiating, drafting and/or reviewing contracts and agreements to protect the agency from legal vulnerabilities. Finally, you will perform various other duties as assigned, likely including, but not limited to:

- Providing legal counsel and representation to KBI units and employees on myriad issues such as discovery requirements, subpoenas and subpoenas *duces tecum*, policies and procedures, administrative regulations, records retention schedules and protocols, and employment law;
- Presenting training;
- Assisting with moot court exercises;
- Drafting pleadings and representing the agency in court and administrative hearings; and
- Issuing inquisition subpoenas.

**ADDITIONAL DUTIES**

You will be required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by the supervisor.

**MINIMUM REQUIREMENT(S)**

- Juris Doctorate attained from an accredited law school; license to practice law in the State of Kansas, and current registration, in good standing.
- Ability to clearly, accurately, and persuasively communicate complex information, orally and in writing.
- Ability to work collaboratively and independently, to meet deadlines, and to manage multiple demanding projects and deadlines at the same time.

## **PREFERRED REQUIREMENT(S)**

- Two-plus years of experience practicing law and handling complex legal matters
- Experience handling requests pursuant to the Kansas Open Records Act
- Civil litigation experience
- Some familiarity with criminal law and procedure.

## **TRAVEL**

You will be expected to travel to the locations required to competently and diligently discharge your assignment. In-state and limited out-of-state travel occasionally may be required. You are required to have a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.

## **OTHER REQUIREMENTS**

As a condition of employment, you will be subject to a pre-employment process to include a polygraph examination, fingerprint-based criminal history records check, and comprehensive background investigation, including reference check of past and present employers. The pre-employment process will be waived for current KBI personnel who have previously completed the screening requirements.

**FOR THE COMPLETE POSTING AND INSTRUCTIONS ON HOW TO APPLY, GO TO:**

<http://admin.ks.gov/services/state-employment-center/job/job-postings?id=189214>