

Kansas Coalition Against Sexual and Domestic Violence Job Description

Position: Staff Attorney

Responsible to: Director of Legal and Policy

Primary Responsibilities: To develop materials, distribute information, provide training and respond to requests on legal issues regarding sexual assault, stalking, and domestic violence.

Specific Duties:

- Provide technical assistance in written or verbal form to member program advocates and others on legal issues regarding sexual assault, stalking, and domestic violence.
- Answer telephone inquiries from individuals regarding sexual assault, stalking, and domestic violence issues of a legal nature.
- Write, prepare, and distribute materials as directed on legal issues regarding sexual assault, stalking, and domestic violence.
- Serve, as directed, as KCSDV staff representative to agencies or organizations working on sexual assault, stalking, and domestic violence issues.
- Provide training on sexual assault, stalking, and domestic violence laws and related issues to advocates, law enforcement officers, criminal justice personnel and related professionals as requested.
- Track and monitor new case law and legislation impacting victims of sexual assault, domestic violence, and stalking.
- Complete special legal projects and perform other duties as directed.

Benefits: Health, dental, life, short-term and long-term disability insurance, Section 125 mini-flex plan, and 401k Plan contribution.

Employment Status: Full-time, exempt

Knowledge, Skills, & Abilities Needed: Admission to Kansas Bar or eligible for admission to the Kansas Bar; knowledge of legal and systems issues involved in domestic violence and sexual assault; strong research and writing skills, with previous civil or family law litigation experience a plus; proven ability at public speaking and training; ability to interpret the law to non-law trained advocates and others in oral and written form; demonstrated ability to maintain strict confidentiality; ability to complete projects in a timely manner; ability to travel, have own means of transportation. Must be able to lift and carry 20-30 lbs.

To Apply:

Interested applicants should submit a cover letter, resume, three professional references, and writing sample to KCSDV, Attn: Staff Attorney, 634 SW Harrison, Topeka, KS 66603 or coalition@kcsdv.org Subject:Staff Attorney

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