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**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: June 21, 2018

Location of Employment: Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Ave.
Topeka, KS

Classification and Grade: **Staff Attorney, Office of Judicial Administration**
Grade 46, \$61,965 to \$68,330, Commensurate with experience
Full time, benefits eligible

The Kansas Judicial Branch seeks a Kansas-licensed attorney with at least two years' experience who has excellent research, writing, and organizational skills, and is able to multitask and to collaborate with and take direction from others. Duties of this position include:

- providing legal advice and assistance to judicial branch officers and employees;
- drafting, editing, and reviewing contracts, letters, policies, rules, manuals, and other documents;
- providing representation in administrative hearings and court proceedings;
- working on personnel and employment law issues and open records requests;
- assisting with training judges, court managers, and staff;
- overseeing and managing projects;
- analyzing and applying laws and rules; and
- researching and analyzing policy issues.

Experience or background in commercial contracts, litigation, or employment law would be advantageous.

Requirements:

- degree from accredited law school
- two years' practice as an attorney
- Kansas law license
- experience working within and leading a team

Send a letter of interest, resume, Judicial Branch application, and five-page writing sample to:

Patricia Henshall
Director of Personnel
Office of Judicial Administration
Kansas Judicial Center
301 SW 10th Ave., Room 337
Topeka, KS 66612-1507

Judicial Branch Application: <http://www.kscourts.org/pdf/application.pdf>

Application Deadline: Begin considering applications July 16, 2018

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. Please contact Patricia Henshall at (785) 296-2256 if you need an accommodation.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER