

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. Litigation experience is preferred.

Duties:

- Appear in Court for all phases of the case.
- Prosecute felony, misdemeanor and traffic cases.
- Draft legal documents, including pleadings, motions, and contracts
- Assist with 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)
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Prior experience working as a prosecuting attorney preferred, but not required

Benefits:

- Competitive salary \$85,000-\$100,000 based on experience and qualifications
- Health insurance coverage (medical, dental, vision)
- Retirement plan options (KPERs)
- Paid time off for vacation, sick leave, and holidays

Position will remain open until filled

Submit a cover letter, resume and references to Reina Probert, Crawford County Attorney at [rprobert@crawfordcountykansas.org](mailto:rprobert@crawfordcountykansas.org)