

Open   X    
Promotional   X    
Transfer   X  

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: December 11, 2020

Location of Employment: Office of Judicial Administration  
Kansas Judicial Center  
301 W. 10<sup>th</sup> Street  
Topeka, Kansas

Classification and Grade: **General Counsel, Office of Judicial Administration**  
Grade 57, \$83,123

Job Duties: The incumbent works directly with the Judicial Administrator and other officers and employees of the judicial branch, providing legal advice and assistance. The general counsel serves as the chief legal advisor to the Office of Judicial Administration; drafts and reviews contracts, letters, policies, rules, manuals and other documents; provides representation in administrative and court hearings; assists in administering employee discipline and open records requests; helps provide training for judges, court managers and staff; serves as liaison to the Attorney General's office and performs other similar duties. The position includes leading a team of staff attorneys. The position requires the exercise of discretion and independent judgment and the ability to consistently produce a high volume of quality output. Provides advice and negotiates contracts concerning various technology matters including those related to eFlex and eCourt legal issues, either personally or through assigned staff attorney.

Required Education and Experience:

- Graduation from an accredited school of law and four or more years practicing law.
- Must be licensed to practice law in the state of Kansas at the time of conditional offer of employment.
- Demonstrated success in practicing law in a trial court setting
- Demonstrated success in leading and developing attorneys
- Demonstrated ability to communicate effectively before Court officers, governmental officials and members of the public.
- Ability to analyze and organize data and to prepare written and oral reports
- Ability to exercise initiative, judgment, and discretion in a variety of complex, sensitive or confidential matters
- Knowledge of federal and state law established precedent and sources of legal reference
- Demonstrated leadership in change management and process improvement within legal programs

Send resume, Judicial Branch application, and writing sample not to exceed 6 pages to:

Allyson Christman  
Director of Personnel  
[kjb\\_hr@kscourts.org](mailto:kjb_hr@kscourts.org)

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

Application Deadline: **Open until filled**

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 Ally Christman at (785) 296-2256 if you need an accommodation.

**THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER**