



## **POSITION DESCRIPTION**

### **DEPARTMENT:**

**POSITION TITLE:** Assistant County Attorney III

**GRADE:** 5

**EMPLOYMENT CATEGORY:** Regular Full-time

**STATUS:** Exempt

**REPORTS TO:** County Attorney

### **POSITION SUMMARY:**

The Assistant County Attorney III (ACA III) is a full-time position who works under the supervision of the County Attorney. The ACA III represents the State of Kansas in the prosecution of assigned criminal, juvenile, traffic, child in need of care and care and treatment cases. The ACA III frequently develops methods within broadly defined objectives and exercises independent professional judgement under supervision.

### **FUNDAMENTAL JOB DUTIES:**

- Represents the State of Kansas in all hearings, trials and matters associated with assigned cases.
- Prepares legal pleadings, including affidavits, complaints, summons, warrants, journal entries, motions, orders, continuances and subpoenas, as needed.
- Prepares general correspondence, memorandums and other documents as required.
- Corresponds and confers with other attorneys, victims, un-represented defendants, law enforcement officers, judges and the general public.
- Represents the State of Kansas in plea negotiations in assigned cases.
- Conducts legal research and prepares briefs and memoranda regarding assigned cases.
- Occasionally reviews law enforcement reports and decides what, if any, charges will be filed.
- Occasionally, upon request, makes presentations to public gatherings regarding the operations and function of the County Attorney's Office.
- Other duties as directed by the County Attorney.

### **EDUCATION:**

Minimum qualifications include a juris doctorate from an accredited college or university and admission to the Kansas Bar. Membership in the Kansas Bar Association is preferred.

**EXPERIENCE / SKILLS:**

Experience in the practice of law is preferred. The position requires that the employee have no felony convictions and no misdemeanor convictions for crimes involving moral turpitude or dishonesty. Submission to a background check is a requirement of this position. Must exercise independent judgement. Must have excellent communication skills, written and verbal. Must have good organizational and decision-making skills. Ability to interpret laws, regulations, local codes and legal documents.

**PHYSICAL REQUIREMENTS / ABILITIES:**

High mental, visual and aural concentration is frequently required. The employee is required to sit for long periods of time, stand, walk, bend, reach and lift. Adequate speech capabilities are required.

**WORKING CONDITIONS / ENVIRONMENT:**

Position requires working in a well-lit, climate-controlled office, sitting at a desk and computer workstation, viewing computer monitor, typing on a computer keyboard and talking on the phone on a routine basis. Position is mostly self-directed under limited supervision. The position follows established standard policies and procedures, court rules and state statute. Unusual problems are handled without referral in most cases and appropriate independent judgment is required daily.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head Signature \_\_\_\_\_