

Attorney

Job Code	Job Title	Pay Grade
4023D3	Attorney II	35
4025D3	Attorney IV	39

CONCEPT:

Represents the State in litigation and other legal proceedings, draws up legal documents and advises on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

TASKS:

- Represents the State in Federal court, State court, and administrative tribunals.
- Performs administrative litigation and/or directs criminal prosecution by presenting evidence either for defense or for prosecution in criminal or civil litigation.
- Interprets and explains relevant law, prepares briefs, letters, written decisions and memoranda in accordance with applicable laws and regulations.
- Performs legal research.
- Provides legal counsel to respective agency.
- Conducts quasi-judicial hearings or advises boards or administrative officials in deciding hearings.
- Directs the preparation of contracts, leases, opinions, and the formulation of rules and regulations.
- Negotiates legal settlements.
- Gathers evidence for legal actions by such means as interviewing clients and witnesses to ascertain the facts of a case.
- Evaluates findings and develops strategies and arguments in preparation for presentation of cases.
- Tracks and monitors legislative actions that may affect the operation of a State agency.
- Confers with colleagues with specialties in appropriate areas of a legal issue to establish and verify basis for legal proceedings.

LEVELS OF WORK:

- Class Group consists of two classes.

Attorney II: Employees will be responsible for legal research and conducting litigation in trial courts, appellate courts and before various quasi-judicial bodies. Attorneys may be responsible for rendering legal services and supplying legal advice on matters affecting State agencies. They may also conduct quasi-judicial hearings or be in charge of legal work for an organizational unit or function having legal issues of moderate complexity, or they may act as assistant counsel in very complex legal issues.

Minimum Requirements: Certificate of admission to the Bar of the Supreme Court of Kansas or temporary permit to practice law issued by the Supreme Court of Kansas at the time of hire. Some positions may require additional minimum requirements that will be specified on the position description.

Attorney IV: This is administrative or consultative legal work with the responsibility for coordinating, planning, organizing and conducting the programs and activities of a legal nature in a State agency. Work involves handling complex matters involving significant potential liability to the agency. Employees in this class serve as either the agency's chief legal counsel or as a senior legal counsel for an agency dealing with complex legal issues. Work includes reviewing or overseeing the review of agency and departmental policies and programs from the standpoint of their legality; supervising and/or participating in the filing and trying of lawsuits; and providing written and oral legal opinions. Duties may also include supervising staff attorneys and support staff.

Minimum Requirements: Certificate of admission to the Bar of the Supreme Court of Kansas or temporary permit to practice law issued by the Supreme Court of Kansas and three years of experience practicing law as a licensed attorney.

REF: 12/13

REV: 6/24