Job Title: First Assistant Attorney General – Affirmative Civil Enforcement (ACE)
Division: Civil
Job ID: 209613

Classified/Unclassified Service: Unclassified (At-Will)
Full-Time/Part-Time: Full-Time
FLSA: Exempt
Location: Topeka, Kansas (Shawnee County)
Eligible to Receive Benefits: Yes
Veterans' Preference Eligible: Yes
Work Schedule: Monday-Friday

Annual Salary Range: Salary commensurate with experience; expected hiring range $100,000 - $105,000/year

This is an exciting opportunity to lead the Office of the Kansas Attorney General’s Civil Division’s Affirmative Civil Enforcement (ACE) section.

The Civil Division operates as a general-service law firm for the State of Kansas and its many constituent agencies. The ACE section is the plaintiff-side litigation arm of that firm. Attorneys in that section pursue debt-collection actions on behalf of the state, disciplinary matters involving professional licensure, cases involving the forfeiture of assets seized as proceeds of illegal activities and/or money-laundering activity, false-claims suits, and other affirmative cases not involving constitutional issues. Attorneys in this section also ensure Kansas’ ongoing compliance with the Tobacco Master Settlement Agreement.

The First Assistant Attorney General will litigate cases and lead a team with subordinate attorneys, one special agent, and administrative support professionals. The successful candidate will be devoted to mentoring junior attorneys. They will also be able to articulate a vision for the Attorney General’s civil enforcement efforts and have ideas for triaging and efficiently working through a large caseload.

Position Summary & Responsibilities
Successful candidate is expected to:
- Effectively research, interpret, and apply statutes, court decisions, or other legal authority on points of law
- Draft and file effective and accurate petitions and other intervention documents
- Perform thorough legal research and demonstrate concise legal writing
- Conduct effective and efficient civil discovery, including depositions
- Prepare well-written and well-grounded motions, pleadings, and responses
- Pursue resolutions that maximize public benefit, safety, and vindicate the public interest
- Engage in delicate yet effective negotiations and interviewing clients and witnesses
- Present persuasive arguments and evidence during hearings and trials
- Managing subordinate personnel
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They may not include all job duties performed by employees on this job title and additional duties may be added.

Qualifications

Licensing & Certification
- Membership in good standing with the Bar of the Supreme Court of Kansas or eligible for admission on waiver
- A valid driver’s license

Minimum Qualifications
- At least four (4) years post-J.D. experience
- Prior experience or demonstrated interest in the Civil Division’s mission/work

Preferred Qualifications
- Prior experience supervising attorneys or related staff (e.g., investigators, legal secretaries, paralegals)
- Significant experience in criminal, civil or administrative litigation

Travel: Infrequent to occasional travel both within and outside the state of Kansas for meetings, and other duties will be required.

Post-Offer, Pre-employment Requirements
- As a condition of employment, candidate(s) are subject to a pre-employment screening process to include a fingerprint and name-based criminal history records check and reference/background check of past and present employers. The pre-employment screening process will be waived for current OAG personnel who have previously completed the screening requirements.
- In this position, you would be authorized access to private information to the extent necessary to perform the assigned duties. Employees of the OAG are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be cautious not to release this information to the public or other individuals, including but not limited to OAG employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know. Any questions regarding releasing such information to another person should be directed to the employee’s supervisor.

Recruiter Contact Information
- Name: Jude Overton
- Email: careers@ag.ks.gov
- Phone: (785) 296-3666

Job Application Process
Submit the following documents via email to careers@ag.ks.gov:
- Cover Letter (optional)
- Resume
- Writing Sample (no more than ten pages)
- Most recent job performance review, if available
- DD214 (if you are claiming Veteran’s Preference)
How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

Learn more about claiming Veteran's Preference

Equal Employment Opportunity

The Office of the Kansas Attorney General is an equal opportunity employer. We recognize and value the uniqueness of each individual person. We believe the best workplaces bring together employees with diverse skill sets, backgrounds, experiences, and viewpoints to achieve common goals. We see this as the best way to realize our Office’s mission. We work to ensure all employees are treated fairly and have equal opportunity. We prohibit and strongly condemn discrimination on any basis protected by law. We strive to create and to cultivate a workplace environment where every employee is treated with dignity and respect as a valued member of our team.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.