Job Title: First Assistant Attorney General – Legal Oversight & Government Counsel (LOGiC)
Division: Civil
Job ID: 209614

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 Legal Oversight and Government Counsel (LOGiC) section. Maturity, efficiency and a willingness to help others are essential to this position. The First Assistant Attorney General will serve as the first-line supervisor for a team of about eight attorneys, plus support staff, providing general-counsel services to various agencies, boards and commissions throughout Kansas. In addition to providing legal advice on personnel matters and open-government compliance, this role often involves attending board/commission committee meetings, assisting boards in administrative hearings, and drafting orders as necessary. LOGiC attorneys also review and approve all of the state’s regulations and many State bonds, contracts, property transactions, and inter-local agreements, and the First Assistant Attorney General will oversee and participate in legality review.

LOGiC attorneys have widely varied practices, and successful performance in the position requires the ability to learn and understand not only employment, open-government, and state finance law but also the unique statutory and regulatory authorities that apply to our client agencies.

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.

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

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
- Experience advising executive decisionmakers on legal topics

**Preferred Qualifications**
- Experience supervising attorneys and legal support staff
- Experience with drafting or enforcing regulations
- Experience with drafting or enforcing regulations
- Experience with civil or administrative litigation

**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 determined 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.