

## **ATTORNEY - CHIEF COUNSEL - Position #K0138125**

This unclassified, permanent, full-time position located in the Office of the Secretary, Topeka KS is supervised by Christopher Kennedy, Secretary of Wildlife and Parks.

KDWP includes a variety of administrative and technical professionals focused on conservation, management of natural resources and wildlife, and outdoor recreational opportunities. We oversee 4 hatcheries, approximately 368,000 acres of public lands, 28 state parks across the State of Kansas, with 463 full time employees and a \$96 M budget.

The incumbent is responsible for providing on-demand daily legal services for the Department in areas of legal research, legal guidance, contract drafting, review/negotiations, employment/personnel matters, government relations, crisis management, risk management, dispute mediation, regulatory and statutory matters, bankruptcy, law enforcement, land management, engineering, licensing, fish, wildlife, parks, and boating matters. This position is also responsible for overseeing case management of claims/litigation, management of a preventative law program, KOMA/KORA, regulatory management of roughly 185 K.A.R.'s that generate \$80 M of department revenue, and participating in constituent services regarding statutes, regulations, inquiries, complaints, and outreach through local events and meetings. This position serves on the department management team and manages one staff attorney position and two paralegal positions.

**BENEFITS:** Annual salary beginning at \$90,000 - commensurate with education and experience; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

**MINIMUM REQUIREMENTS:** Graduated with degree from accredited school of law. Candidates must be licensed and in good standing with a state bar and must be licensed, or willing and eligible to become licensed, to practice law in the State of Kansas. Five years of progressive experience in the practice of governmental or conservation law. Preference will be given to candidates with experience in administrative law and/or natural resources regulations. The successful candidate must possess and maintain a valid driver's license and pass a background check.

**HOW TO APPLY:** Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
  - **Email** - the **email** listed on the **Careers>My Contact Information** page.
  - **Notifications** - view the **Careers>My Job Notifications** page

**The following are the required items to apply:**

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application -this is generated automatically based on the information input into the system
- 5) an Authorization to Release Information form\*\* (this can be found at the following website):  
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

***\*\*Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.***

**Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

**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 requirements 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 appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

**DEADLINE TO APPLY – July 19, 2024**

**The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability, or any other factor unrelated to the essential functions of the job.**

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 recruiter.