

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

The Kansas Department of Wildlife and Parks is seeking a motivated and highly competent attorney to serve as the chief legal counsel. This unclassified, exempt, full-time position is located in Topeka, Kansas, Office of the Secretary, and is directly supervised by Brad Loveless, Secretary of the Kansas Department of Wildlife and Parks. Working from another KDWP office location may be considered but would require regular travel to Topeka. This is not a remote work position.

### **Who We Are and What We Do**

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 453 full time employees and a \$96 M budget.

### **Duties/Responsibilities**

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, tracking and monitoring legislative activity impacting the department, 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.

**BENEFITS:** Annual salary range beginning at \$80,000 dependent upon qualifications; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave. Moving expenses are available within State of Kansas guidelines.

**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. The successful candidate must possess and maintain a valid driver's license and pass a background check.

**DEADLINE TO APPLY – Open until filled. Applications will be reviewed as received. Apply early as this job may be removed or filled approximately ten (10) days after the posting date.**

**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 of the page under the Sunflower. From there either **Sign in** to 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) certificate of good standing with the court
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form\*\* (this can be found at the following website): <https://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info> and,

*\*\*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.*

**6) Kansas Tax Clearance Certificate:** Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue’s website at <https://www.ksrevenue.org/taxclearance.html>. A **Tax Clearance** is a comprehensive tax account review to determine and ensure that an individual’s account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

**Incomplete applications will not be considered.** 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 Secretary and Human Resource Director for interview selection. Applicants are notified whether or not they are selected to interview.

**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.

**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. Women and minorities are encouraged to apply.**

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.