

**KANSAS SENTENCING COMMISSION'S
ATTORNEY POSITION**

Job Title: Attorney

County: Shawnee

Agency Name: Kansas Sentencing Commission

Posting Type: External, Part Time, Nonexempt, Benefits

Salary: \$20,000 - \$30,000 Annual

Applications accepted through: Open Until Filled

Job Description:

Note: The percentage of time noted after each duty heading is estimated and approximate; variances can and will occur depending on the time of year and depending on the tasks assigned to the staff of the Commission in general.

Sentencing Publications (35%)

- Prepare the annual update to the Kansas Sentencing Guidelines Desk Reference Manual and update forms contained therein.
- Assist in the editing of the Annual Report.
- Coordinate the reproduction and the distribution of publications.

Legal Consultation and Training (25%)

- Serve as a resource in person, in writing and via telephone to the courts, to court services officers, to community corrections officers in issues related to Kansas Sentencing Guidelines, presentence investigation, eligibility for alternative sentencing drug treatment programming (2003 SB 123), preparation of journal entries and PSI reports, preparation of other related forms and other sentencing-related matters. Note that the incumbent shall not provide interpretation beyond what is stated in the law as the Commission shall not serve in the capacity of an "appeals court."
- Provide training as requested by the executive director, courts, court services, prosecutor offices or other stakeholder groups.
- Respond to letters from inmates, inmate family members, members of the general public, or others regarding sentencing-related matters, as requested by the executive director.

Contract Drafting and Administrative Advisor (15%)

- Represent the Commission in the preparation of contracts for services and Memorandum of Agreements with other governmental bodies at the instruction and with the input of the executive director. Review contracts received by the Agency and advise the executive director as appropriate.
- Advise the executive director on administrative matters as they occur.
- Work with the executive director and the human resources officer in the preparation, refinement, and distribution of office policies.
- Work with the executive director, the human resource officer, Department of Administration and the members of the Commission, as directed or as required, as the agency's representative in personnel matters including matters of termination, grievances, or the like.

Representation at Legislative Hearings and Other Meetings (15%)

- Attend hearings and meetings; take notes; participate as directed by executive director.
- Serve on task forces, committees, steering groups or other work groups as directed by the executive director or as necessary.
- Participate in Commission research projects.
- Prepare Commission initiatives for the Revisor to draft.
- Recommend and draft potential amendments and testimony for legislative hearings.
- Prepare summary of proposed legislative changes – both in bill form and in “pre-bill” form. These form the basis of prison population impact statements required of the Commission staff. Summaries are very time-sensitive and require immediate attention. Typically, turnaround from the agency is within 48 hours of request.
- Track legislation as it moves through the House and Senate, through Conference Committee and through the Governor’s office. Changes in adult felony criminal law will have to be produced and summarized in the Sentencing Guidelines Desk Reference Manual published annually.

Legal Website Review (5%)

- Maintain and review adult felony criminal law-related decisions that have been made by the Courts for publication in the Sentencing Commission’s Case Law Updates for posting on the agency website.
- Maintain, review and draft for approval journal entry, presentence investigation reports and other sentencing-related forms for posting on the website
- Coordinate as necessary with agency webmaster to draft, edit and review the agency e-newsletter.

Other (5%)

- Cooperate and contribute to the agency team.
- Participate in meeting set-up and assist with other agency needs as necessary.
- Perform other tasks as necessary or as directed by the executive director.

Minimum Requirements:

Admission to the bar of the Supreme Court of Kansas

How to Apply:

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

Required Documents:

- **Resume, Cover Letter, Recent Writing Sample, Job References and Kansas Tax Clearance Certificate**
(Send to Brenda Harmon, brenda.harmon@ks.gov)
- **Academic transcripts will be required at time of interview**

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED: Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://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. A Tax Clearance expires every 90 days. **Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03.

Recruiter Contact Information:

Name: Brenda Harmon
Kansas Sentencing Commission
700 SW Jackson, Suite 501
Topeka, KS 66603

Email: Brenda.harmon@ks.gov

The Kansas Sentencing Commission is an Equal Opportunity Employer