



## Notice of Employment Opportunity

<b>Position number:</b>	K0245889
<b>Location of Employment:</b>	Office of Judicial Administration, Shawnee County, Kansas 66612
<b>Salary and Benefits:</b>	Judicial Innovation Counsel, Grade 51, \$ 84,352.63. After one year of satisfactory performance, \$92,961.96.

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](#)

### **Remote work available for qualified candidates.**

Do you want to use your legal training to help ensure meaningful access to the judicial system? How about to develop innovative programs that enhance procedural fairness and improve the public's understanding of the legal process? If so, this could be the right opportunity for you.

**Job duties:** The Office of Judicial Administration seeks a self-motivated, full-time attorney to develop access to justice initiatives. The ideal candidate must have excellent research, writing, and verbal communication skills; exceptional organizational, analytical, and project management skills; and the ability to multitask. This position is best suited for a person who resolves challenges creatively and embraces continuous improvement, working alongside multidisciplinary teams. The work is performed under the direction of the Chief of Access to Justice Initiatives.

Duties of this position include:

- Conducting research and analysis of laws, regulations, policies, and rules that affect access to the judicial system.
- Drafting, editing, and reviewing contracts, letters, policies, rules, manuals, and other documents.
- Planning, developing, and implementing access to justice programs.
- Providing support to court-based self-help centers.
- Integrating new technologies into court processes.
- Conducting legal research to ensure that process or system changes comply with applicable laws.
- Drafting plain language publications, including forms, instructions, checklists, guided interviews, and website content.
- Assisting with training judges, court managers, and staff.
- Directing the work of cross-functional teams.

**The Kansas judicial branch does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.**

## Knowledge, Skills, and Abilities:

- Familiarity with access to justice policy issues.
- Experience developing and utilizing legal technologies.
- Knowledge of the Kansas Supreme Court's rules for providing assistance to the public, and related rules, policies, and laws from other jurisdictions.
- Knowledge of the principles and practices of judicial administration, including Kansas appellate and district court operations.
- Experience with program development, implementation, and evaluation.
- Ability to draft plain language rules, policies, procedures, and publications.
- Excellent written and oral communication skills.
- Excellent interpersonal skills, including the ability to develop and maintain effective working relationships with judges, other officials and professionals, employees, outside agencies, businesses, and the public.
- Ability to organize and lead meetings of employees, judges, and others, and to make oral presentations before judges, officials, employees, and others.
- Ability to work independently and prioritize work, without direct daily supervision, and manage a variety of projects simultaneously.
- Proficiency with Microsoft Office products, including Word, PowerPoint, Excel, and Teams.

**Education and experience:** Degree from accredited law school and admission to the bar in any state (Kansas bar preferred). At least two years of relevant legal experience strongly preferred.

Some work-related travel may be required.

**Application deadline:** open until filled

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for accommodation will not affect your opportunities for employment with the Judicial Branch. If you wish to request an ADA accommodation, please contact [ada@kscourts.org](mailto:ada@kscourts.org) or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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