

**KANSAS BOARD OF HEALING ARTS**  
**EMPLOYMENT OPPORTUNITIES**

**SUBMIT:**

Employment Application  
Employment Application Supplemental  
Cover Letter, Resume, Writing Sample

**Position:** **Assistant General Counsel, position #K0217695**

**Position Location:** General Counsel Department

**Recruiter:** Barbara Montgomery

**Phone:** (785) 296-8558

**Status:** Unclassified

**Starting Salary:** Commensurate with experience

**Applications are due by: November 4, 2011**

**POSITION SUMMARY:**

**The Kansas State Board of Healing Arts seeks a licensed Attorney to serve as Assistant General Counsel.**

The Kansas State Board of Healing Arts is a regulatory Board which has licensing, regulatory and enforcement jurisdiction over 14 health care professions and approximately 22,000 licensees. This position will be given a great amount of latitude and freedom to complete work and will be expected to exercise independent judgment to accomplish assigned tasks. Will perform legal research, prepare legal opinions, orders, briefs and other documents for the Board. This position is supervised by the General Counsel.

**DESCRIPTION OF WORK:**

Represent the Board, its officers and employees in appellate review actions.

Provide legal advice to the Board in their decision-making capacity during administrative hearings.

Provide legal advice and opinions to the Board and staff.

Attend Board advisory council meetings and provide legal advice.

Provide legal review of requests for open records.

Assist executive director and general counsel in legislative matters including drafting proposed legislation, and presenting testimony before legislative committees.

Draft and review rules, regulations, policies and procedures with regard to form and legality.

## ***EMPLOYMENT OPPORTUNITIES***

***POSITION: Assistant General Counsel***

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Prepare legal information for inclusion in Board of Healing Arts statute, regulation and policy handbook, Board orientation packet, annual report, brochures, and other information as needed.

Respond to legal inquiries of licensees, stakeholders, other government officials and the public.

Perform other work as assigned by the Board, Executive Director, and the General Counsel.

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited school of law. Licensed to practice law in the State of Kansas, United States District Court, and at least three years of public or private practice with emphasis in professional licensing, health law, administrative law, or related field of practice, and experience working with an organization as a client. Knowledge of the healing arts act and administrative hearing procedures helpful. Considerable knowledge of state and federal laws, particularly the Healing Arts Act. Considerable knowledge of judicial and administrative procedures. Thorough knowledge of methods of legal and medical research. Education may be substituted for experience as determined relevant by the agency.

### **APPLICATION REQUIREMENTS:**

All applicants regardless of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status, or disability status will be given consideration for the position. Please submit a copy of your on-line Kansas Employment Application, cover letter, resume, and writing sample to the Kansas State Board of Healing Arts, Attention: Barbara Montgomery, 800 SW Jackson, Lower Level, Suite A, Topeka, KS 66612, on or before November 4, 2011.

### **SELECTION PROCESS:**

When you apply for the position, your application will be reviewed to determine if you meet the minimum requirements for the position. Applicants who meet the minimum requirements may be screened further to determine if they possess the preferred criteria for the position. Applicants who meet both the minimum and preferred requirements, as well as any additional screening criteria used, will be granted an interview. Applicants substituting education for experience must provide a copy of their transcripts, certifications, and/or other supporting documents. To find out more about the Kansas State Board of Healing Arts or to obtain a detailed position overview, please visit our web site at [www.ksbha.org](http://www.ksbha.org).

**The Kansas Board of Healing Arts is an Equal Opportunity Employer.**