

**ADMINISTRATION DEPARTMENT**

COURTHOUSE

800 N. Main, P.O. BOX 687  
NEWTON, KANSAS 67114-0687

PHONE: 316-284-6806

FAX: 316-284-6811

July 15, 2024

Dear Interested Party,

The Board of Harvey County Commissioners is accepting applications for the position of County Counselor. The County Counselor is a part-time, contracted position reporting directly to the Harvey County Administrator and to the Board of Harvey County Commissioners. The County Counselor works at the will of the Board of Harvey County Commissioners. The applicant must be a licensed, practicing attorney in the State of Kansas. The Board will be appointing an individual as the County Counselor, not a legal firm. The individual can be associated with a legal firm, but the individual will be accountable for performing the duties of County Counselor listed below, representing Harvey County, and attending Board meetings. The duties of County Counselor are:

- It is estimated the position requires approximately 15 hours per week or 780 hours per year. Lawsuits or special projects requiring a large amount of time would be compensated extra, at the same rate as the 780 hours per year are compensated.
- The County Counselor provides legal advice to the Board of Harvey County Commissioners, and provides legal advice to Harvey County department heads at the request of the County Administrator. The County Administrator or County Commission may request the County Counselor to write and/or review agreements, contracts, resolutions, deeds, regulations, or other legal instruments.
- The County Counselor may be involved in certain personnel matters such as employee grievance hearings, unemployment hearings, advice on personnel actions, and other personnel matters.
- The County Counselor may be involved in certain planning and zoning matters, and providing legal counsel and support to the Harvey County Regional Planning Commission and Board of Zoning Appeals.
- The County Counselor may be involved in certain valuation hearings with the County Appraiser before the Board of Tax Appeals.
- The County Counselor attends County Commission meetings on Tuesdays, which typically start at 9:00 AM, and last between one and three hours.
- The County Counselor performs duties as outlined in K.S.A. 19-247.

- The County Counselor does not process real estate tax foreclosure sales or delinquent personal property taxes. Processing real estate foreclosure sales is contracted separately, and delinquent personal property taxes and delinquent accounts receivable are collected by a combination of County staff and the State set-off program.
- The County Counselor does not prosecute criminal cases for Harvey County.
- Other duties as requested by the County Administrator and/or the County Commission.

If you are interested in this position, please submit a resume with compensation requirements to: Anthony Swartzendruber, Harvey County Administrator, PO Box 687, Newton, Kansas, 67114, by 5:00 PM on August 9, 2024. Any other special requirements should be listed in a cover letter with the resume. The Board would prefer to compensate the position at an even rate throughout the year, (excluding compensation for projects requiring extra time), as some weeks may require more time, and other weeks may require less time. The time requirements should even out over the year. No County health or retirement benefits are included in the compensation package, as this is considered a part-time, contracted position.

If you have further questions or comments, please contact Anthony Swartzendruber at 316-284-6806.

Sincerely,

Anthony Swartzendruber  
Harvey County Administrator