

LEGAL SERVICES

OPERATION AND MISSION

This department provides legal counsel to Johnson County Government, and assigns attorneys to serve the legal service needs of all of the County government departments.

INTERACTION AND ADJACENCIES

- Board of County Commissioners
- County Manager
- All County Departments
- Other governmental officials
- Members of the public

FACTORS INFLUENCING CHANGE

Significant change has been seen in volume of matters handles, as the Legal Department has increased its collection duties for the Treasurer's office; has assumed new responsibility for Wastewater delinquent user charge collections; has been assigned the Codification Project; and has assumed the work previously done by outside counsel for the Register of Deeds and for the Sheriff's Department. Additional demands are placed on the department by the growth in the County population and the increased number of County FTEs.

SPECIAL NEEDS

- Large individual cases best served by "war room" where documents and collaborative work may be accommodated. There is a need for one additional "war room" and for one or two additional "mini" conference rooms.
- A larger document management room is needed, to include desktop work space.

CURRENT CONDITIONS

This department is currently located in the County Administration Building in Olathe, where overall conditions are adequate, but less than desirable. Attorneys are currently working in an open office environment. Private offices for attorneys are seen as a critical need by attorneys as well as by other government officials who meet with attorneys in the Legal Department. Private offices are needed for confidentiality purposes for meetings and telephone conferences and to reduce distractions in order to enhance the quality of the work produced and to increase efficiency.



JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN

SPACE NEEDS ASSESSMENT: Legal Services

Current Space: Sq. Ft.

Current Space: Sq. Ft.					2008 Needs			2013 Needs			2018 Needs			2023 Needs		
Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
	Room Std.	Description														
Administration Building																
SPT SPACE																
Break Room - @ 120 SHARED	BRK-003	Break Area - 100 SF	100	1.35	1	100	135	1	100	135	1	100	135	1	100	135
Conference - 2 @ 150 seat 4-6	CNF-006	6 Pers Conf Room 150 SF	150	1.35	2	300	405	2	300	405	2	300	405	2	300	405
Conference - 1 @ 300	CNF-012	12 Pers Conf Room 300 SF	300	1.35	2	600	810	2	600	810	2	600	810	2	600	810
Special Projects Room - 1 @ 300	CNF-012	12 Pers Conf Room 300 SF	300	1.35	2	600	810	2	600	810	2	600	810	2	600	810
File/Storage Room- 1 @ 500 (30-40 Vert. Files)	STOR00500	Storage Room 500 SF	500	1.20	1	500	600	1	500	600	1	500	600	1	500	600
Library / Reference - 1 @ 400	LIBRY00400	40 Unit Library 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Reception/ Waiting - 1 @ 150	REC-0006	Reception Area 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Copy/ Storage Area - 1 @ 80	WKCP00080	Work/Copy/Eq Area 80 SF	80	1.35	1	80	108	1	80	108	1	80	108	1	80	108
		TOTAL:			11	2,760	3,651	11	2,760	3,651	11	2,760	3,651	11	2,760	3,651
STAFF - Admin and Counsel																
1052.Director of Legal Services. Grade 23	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
2041.Asst County Counselor. Grade 19	POFC0120	Private Office 120 SF	120	1.35	10	1,200	1,620	12	1,440	1,944	14	1,680	2,268	16	1,920	2,592
2042.Deputy County Counselor. Grade 20	POFC0120	Private Office 120 SF	120	1.35	2	240	324	3	360	486	3	360	486	4	480	648
5400.Paralegal. Grade 15	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	4	360	504	4	360	504	4	360	504
5579.Administrative Office Manager. Grade 16	POFC0120	Private Office 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	2	240	324
6350.Secretary. Grade 12	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
6351.Legal Secretary. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	3	191	268	4	255	357	4	255	357
Intern	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	2	128	179
		TOTAL:			21	2,265	3,084	26	2,779	3,785	29	3,083	4,199	34	3,626	4,936
Contingency Space Allowance (1% per year)		BUILDING TOTALS:				5,025	6,735		5,539	7,436		5,843	7,850		6,386	8,587
										372			785			1,288
TOTAL REQUIRED						5,025	6,735		5,539	7,808		5,843	8,634		6,386	9,875