



Kansas Federal Public Defender

Position Announcement

Position: Senior Legal Assistant **Location:** Topeka or Wichita, Kansas
Deadline: February 14, 2020; open until filled

Who We Are

We work to keep people out of prison through representation, collaboration, and education. Our clients are indigent defendants charged with federal crimes ranging from drug crimes to white-collar crimes to terrorism. We practice holistic defense lawyering to protect our clients' rights and champion their humanity at every stage of the criminal case and beyond.

The Kansas FPD seeks to attract and retain a high-performing and diverse workforce in an environment that promotes dynamic teamwork, flexibility, and fairness.

Join Our Team

We need a senior legal assistant to fill a full-time position with a variety of legal secretarial and clerical support services. The position can be based in either our Wichita or Topeka office. Starting salary is JSP 9/1 at \$53,443 or more depending on experience, and includes generous federal benefits. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to a background check.

The Job

We are looking for a Senior Legal Assistant to be responsible for greeting our clients in a professional and friendly manner. You will be in the liaison between our office and the public sector, including answering the phones in a professional manner and routing calls as necessary. Other responsibilities include contacting employees regarding visitors and phone calls, assisting with a variety of administrative tasks including copying, faxing, filing and performing ad hoc administrative duties. Must be comfortable talking on the phone and taking messages. Knowledge of the criminal justice system and office confidentiality issues is preferred.

Advanced computer skills, including experience with Microsoft Word, Microsoft Excel, and Adobe Acrobat; and excellent written and oral communication skills are necessary. Candidate must be highly motivated and detail oriented. Applicants must be a U.S. Citizen or eligible to work in the United States. Fluency in Spanish is desirable. Commitment to indigent defense required.

It Would Be Great If You

- Have a proven commitment to our mission;
- Have experience in the criminal defense field; and/or
- Have experience working in or with the federal courts.

The Kansas Federal Defender is an Equal Opportunity Employer. Women and minorities encouraged to apply.

Email: KSFPD@fd.org / On the web: <http://www.ks.f.d.org>

Vacancy Announcement: 2020-03 Posted: 01/31/20

Equal Opportunity Employer

The Federal Public Defender for the District of Kansas is an equal opportunity employer. No personnel actions or practices (including hiring, termination, promotion, demotion, advancement or terms and conditions of employment) are based on an individual's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital status.

Apply Now

Please send your letter of interest, resume, and three professional references in a single pdf document to ksfpd@fd.org, preference given to those resumes received by February 14, 2020. No phone calls, please.

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