



Kansas Federal Public Defender

Position Announcement

Position: Investigative Analyst Location: Topeka, Kansas
or Kansas City, Kansas

Deadline: March 15, 2021 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 offenses to white-collar conspiracies. 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 to serve our clients. The Kansas FPD fosters an inclusive work environment that promotes commitment, flexibility, and fairness.

Join Our Team

We are looking for an investigative analyst to manage several database projects that support our litigation teams' work. This person needs to be adept at sourcing, cleaning, and inputting large data sets accurately. The winning candidate will have a natural curiosity and creative ability to optimize processes and uncover hidden patterns in disjointed sources of data. Starting salary is JSP 11/1 at \$65,307 to JSP 15/1 at \$129,382 depending on experience and includes generous federal benefits.

The Job

The Investigative Analyst must be comfortable working with many different types of people and teams. The right candidate has a passion for using data collection to make systemic change and an understanding of the systems and institutions involved in the criminal justice system. The investigative analyst's job functions include, but are not limited to:

- Entering information into multiple databases, including cleaning all data, managing users, and troubleshooting;
- Requesting and collecting information and records from attorneys, agencies, and other personnel;
- Scraping data from online databases and case management databases;
- Identifying current data entry inefficiencies and utilizing open source and other software to automate procedures;
- Exercising independent judgment and creative problem-solving techniques to handle sensitive or confidential information;
- Maintaining the organization's website; and

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.fed.org>

Vacancy Announcement: 2021-02 Posted: 02/03/2021

- Working with consultants on any database system errors or upgrades and function as point of contact for all user issues or troubleshooting.

Some travel will be required.

You Must

Have the ability and willingness to learn new software as needed;
Have experience with databases, ability to understand relational data, as well as interpretation of related data;
Have excellent quantitative abilities and demonstrated ability to accurately and quickly gather, understand and manipulate complex data from varying sources;
Be detail-oriented;
Be a U.S. citizen or eligible to work in the United States;
Pass an FBI background check; and
Be committed to racial and social justice or criminal defense.

It Would Be Great If You

Are familiar with SQL and experience working with relational databases (highly preferred);
Are familiar with a programming language for data analysis, such as R or Python;
Are familiar with legal research and knowledge of criminal law and criminal procedure;
Are familiar with data mining, web scraping, and other open source technologies;
Have a law degree; and
Have the ability and willingness to learn new programming languages.

Apply Now

Please send your letter of interest, resume, and three professional references in a single pdf document to ksfpd@fd.org by March 15, 2021. No phone calls, please.

All application information is subject to verification and all claimed experience, certifications, training and references will be verified. Applicants invited to interview may be asked to complete a brief skills test.