



# Kansas Federal Public Defender

## Position Announcement

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**Position:** Legal Assistant or Paralegal  
**Deadline:** December 10, 2021; open until filled

**Location:** Topeka or Wichita, KS  
**Posted:** November 5, 2021

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### *Who We Are*

We work to keep people out of prison through representation, collaboration, and education. Our clients are people accused of federal crimes who cannot afford private legal counsel. Our holistic approach to public defense is designed to protect our clients' rights and center their humanity at every stage of the criminal case and beyond. The Kansas FPD is a high-performing workforce in an environment that promotes inclusivity, collaboration, flexibility, and fairness.

### *Join Our Team*

We are recruiting a full-time legal assistant or paralegal to provide a wide range of legal support services to staff attorneys. Starting salary is JSP 8/1 at \$48,378 to JSP 13/1 at \$93,081. Additional compensation includes a highly competitive federal benefits package, with health and life insurance, retirement, and a Thrift Savings Plan. Assistance in selecting and opening a bank account for direct deposit is offered to all new employees.

### *The Job*

Legal assistants and paralegals are responsible for all aspects of case preparation and file management, drafting pleadings and correspondence, managing and organizing discovery, calendaring, collecting and organizing records, and various other duties necessary to support our attorneys. Knowledge of the criminal legal system and adherence to confidentiality is required.

Advanced computer skills, including experience with Microsoft Word, Microsoft Excel, and Adobe Acrobat, and excellent written and oral communication skills are necessary. Our ideal candidate will be highly motivated and detail oriented. Applicants must be a U.S. Citizen or eligible to work in the United States. Spanish-language proficiency is highly desirable but not mandatory. Commitment to every person's right to a defense is 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.

### *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 or parental status.

### *Apply Now*

Please send your letter of interest, resume, and three professional references in a single pdf document to [kspf@fd.org](mailto:kspf@fd.org). Preference will be given to resumes received by December 10, 2021. The Kansas FPD may fill current and future positions from this vacancy announcement. No phone calls, please.