Kansas Federal Public Defender

Position Announcement

Position: **Paralegal** Location: Topeka, Kansas
Deadline: October 9, 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. 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 is a high-performing and diverse workforce in an environment that promotes collaboration, flexibility, and fairness.

Join Our Team

We need a paralegal to fill a full-time position that provides a full range of paralegal services to staff attorneys. The position will be based out of our Topeka office and will not begin until January of 2021. Starting salary is JSP 11/1 at $64,660 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 Paralegal to be responsible for all aspects of case preparation and file management, draft pleadings and correspondence, manage and organize discovery, calendar, collect and organize records, and any other duties required to assist the attorneys. Knowledge of the criminal justice system and office confidentiality issues is required.

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.

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 October 9, 2020. No phone calls, please.