

# KANSAS FEDERAL PUBLIC DEFENDER

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## Position Announcement

Assistant Discovery Coordinator

Application Deadline: March 13, 2026 (or until filled)

The [Kansas](#) Federal Public Defender (FPD) is accepting applications for an assistant discovery coordinator in the Topeka or Wichita office. The Kansas FPD provides legal representation to indigent clients in federal criminal cases and related matters. The FPD values hard work, diversity, teamwork, creativity, flexibility, and fairness.

**The Job:** We are seeking an assistant discovery coordinator to join our office. The ideal candidate will have experience in discovery management and using litigation support technology to organize, analyze, and prepare cases with large volumes of electronic discovery and digital evidence. This position requires the ability to manage complex, time-sensitive matters with precision and attention to detail. The successful candidate has a strong foundational knowledge of eDiscovery processes and procedures and litigation/trial support. Experience with computer forensics is highly desirable. Spanish Fluency is a plus. Residency requirements can be found [here](#)

**Requirements.** The successful applicant must:

- Have a bachelor's degree or paralegal certificate
- Be committed to our mission
- Be committed to client confidentiality
- Have strong writing and organizational skills
- Work well in a team-based collaborative environment
- Advanced computer skills with working knowledge of Adobe Acrobat, PowerPoint, Excel, and Word
- Have experience with clipping/editing videos
- Have a demonstrated history of producing professional quality work with competing deadlines and evolving priorities
- Committed to continuous professional development and acquiring new competencies, especially in emerging technologies such as generative AI
- Be familiar with the criminal legal system

**Salary and Benefits:** The salary ranges from \$61,000 to \$108,000, depending primarily on experience. The FPD also offers generous benefits:

- 11 paid holidays
- Possible Public Service Loan Forgiveness
- Federal Employees Retirement System
- Thrift Savings Plan
- Health insurance (100+ options)
- Dental insurance (16 options)
- Vision insurance (10 options)
- Life insurance
- Flex Spending Accounts
- Commuter Benefit Program
- Long-term & short-term disability
- Long-term care
- Transportation subsidy
- Employee Assistance Program
- WorkLife4You (living well)
- Sick leave
- Annual leave
- Nationwide leave transfer program
- Worker's comp
- Disability retirement
- Family and medical leave
- 12-weeks paid parental leave
- Infant at Work program
- Awards (cash, time-off)

**How to Apply:** Please send a letter of interest, resume, and three professional references in a *single pdf* document to **ksfpd@fd.org**. Preference will be given to applications received by March 13, 2026. We may fill current and future positions from this position announcement. This position is subject to approval of funding. No phone inquiries.

The Kansas Federal Public Defender is proud to be an equal opportunity employer. Diversity and dignity are central to our work. We hire without regard to 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. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.