

KANSAS FEDERAL PUBLIC DEFENDER

Position Announcement

Paralegal or Assistant Paralegal

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

The [Kansas](#) Federal Public Defender is accepting applications for a paralegal or assistant paralegal in the Topeka 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 looking for a paralegal or assistant 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. The successful candidate must be highly motivated and detail-oriented. 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
- Be comfortable working with a diverse set of clients and their families
- Demonstrate cultural sensitivity and have experience or interest in working with marginalized communities
- Have strong writing and communication skills
- Have advanced computer skills, including experience with Microsoft Word, Microsoft Excel, and Adobe Acrobat
- Work well in a team-based collaborative environment
- Have a demonstrated history of producing professional quality work with competing deadlines and evolving priorities
- Committed to continuous professional development and acquiring new competencies
- Have familiarity with the criminal legal system

Salary and Benefits: The salary ranges from \$62,000 to \$127,000, depending primarily on experience. The FPD also offers generous benefits, including:

- 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
- Education and training
- 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 is an in-office position located in Topeka, Kansas, and 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.