

KANSAS FEDERAL PUBLIC DEFENDER

Position Announcement - EXTENDED

Paralegal or Assistant Paralegal

Application Deadline: Open until filled

Priority given to applications received by March 14, 2026

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 to support our office during all stages of federal criminal litigation. Paralegals prepare and proofread correspondence and other documents; file motions and pleadings in CM/ECF; gather, organize, review, and summarize voluminous records and discovery; maintain multiple calendars and case-tracking spreadsheets; schedule client visits and other appointments; prepare and organize evidence and exhibits for pleadings, hearings, and trials; assist attorneys during trials and hearings using litigation software; monitor and track court deadlines and filing requirements; communicate with clients and their families regarding case status and logistics; and perform other duties as required. 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 indigent defense and client confidentiality
- Demonstrate cultural sensitivity and be comfortable working with a diverse set of clients and their families
- Have excellent oral and written communication skills
- Work well independently and collaboratively
- Have strong time-management skills and the ability to balance competing deadlines and evolving priorities
- Be technologically proficient and have experience working with Microsoft Office Suite and Adobe Acrobat
- Be highly motivated, organized, and detail-oriented
- Be flexible and willing to assist attorneys and clients in crisis situations

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.