

# KANSAS FEDERAL PUBLIC DEFENDER

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## Position Announcement

Clerical/Legal Assistant

Topeka or Kansas City, Kansas

Application deadline: Open until filled

Priority given to applications received by May 1, 2026

The [Kansas](#) Federal Public Defender is accepting applications for a Clerical/Legal Assistant in the Topeka or Kansas City, Kansas 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:** The Clerical/Legal Assistant provides legal support to attorneys and comprehensive office support to all staff members. This position combines general legal assistant duties with responsibility for front desk operations, phone coverage, office supplies and equipment, and mail management. The position requires communicating with clients, court staff, and other agencies (orally and in writing), calendaring, client data entry, requesting records, uploading documents, indexing received documents, and opening and closing files. The successful candidate must be helpful, dependable, kind, and attentive to detail. Residency requirements are [here](#). Spanish language proficiency highly desired but not required.

**Requirements.** The successful applicant must:

- Be a high school graduate; applicants with an associate's degree or greater are preferred, especially those with an emphasis in criminal justice or administration
- Be committed to our mission
- Be committed to client confidentiality
- Be comfortable working with a diverse set of clients and their families
- Be courteous, friendly, and professional with clients and their families
- Be proficient in Word, Excel, and Adobe Acrobat PDF reader
- Be reliable and accountable for details
- Work well in a team-based, collaborative environment

**Salary and Benefits:** The salary ranges from \$46,000 to \$73,000, 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
- 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**. 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.