

Kansas Federal Public Defender

Position Announcement

Full-time Paralegal, Wichita

Posted March 22, 2024

Deadline: April 22, 2024 (or until filled)

The Federal Public Defender for the District of [Kansas](#) 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.

About Us. We work to keep people out of prison through holistic representation, collaboration, and education. Our clients are people accused of federal crimes who cannot afford private lawyers. We protect their rights and center their humanity at every stage of the criminal case and beyond. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

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 client 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. Fluency in Spanish is desirable. Commitment to indigent defense is required.

You must:

- Have a bachelor's degree or paralegal certificate
- Residency requirements can be found [here](#)
- Be committed to our mission and work well in a team environment
- Be committed to client confidentiality
- Be comfortable working with a diverse set of clients and their families

You should:

- Demonstrate cultural competency and have experience or interest in working with marginalized communities
- Have strong writing skills
- Have strong computer and technological skills

Salary & Benefits. The salary ranges from \$70,000–\$135,000, depending primarily on experience. The FPD also offers generous benefits:

- 11 paid holidays, including Martin Luther King Jr.'s birthday and Juneteenth
- Public Service Loan Forgiveness if qualified
- Federal Employees Retirement System
- Thrift Savings Plan – up to 5% Employer Match
- Health (100+ options)
- Dental (16 options)
- Vision (10 options)
- Life Insurance (basic, standard, additional, family)
- Flex Spending Accounts
- Commuter Benefit Program
- Long Term & Short Term Disability
- Long Term Care
- Transportation Subsidy
- Employee Assistance Program (confidential counseling and assistance)
- 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
- Bring your infant to work (up to 6 months)
- Education and training
- Awards (cash, time-off)

Apply. 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 April 22, 2024. We may fill current and future positions from this position announcement. This is an in-office position located in Wichita, KS, and is subject to funding. No phone calls, please.
