

# Kansas Federal Public Defender

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## Position Announcement

Full-time Executive Assistant / Project Manager

Topeka or Kansas City, KS

Posted April 2, 2024

Deadline: May 6, 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 the criminal legal system 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 searching for a skilled executive assistant with experience in project management, business communications, meeting planning, personnel, general administration, and day-to-day office operations.

**Salary & Benefits.** The salary range for this position is \$60,000–\$109,000, depending primarily on experience. The FPD also offers generous benefits:

You must:

- Have a bachelor's degree
- Residency requirements can be found [here](#)
- Be committed to our mission and work well in a team environment

You should:

- Have the ability to independently identify opportunities and recommend practical approaches and workflow to improve administration
- Be tech savvy with working knowledge of G Suite, Adobe Acrobat Pro, PowerPoint, Excel, and Word
- Have the ability to research, comprehend, and apply regulations or policy guidelines
- Have excellent interpersonal and analytical skills
- Show meticulous attention to detail to include calendar organization and scheduling
- Display independent thinking, resourcefulness, and sound professional judgement
- Have a history of completing duties accurate and on time
- Be adaptive and possess the ability to multi-task in a fast-paced work environment

Bilingual applicants are highly desirable.

Prior Federal Defender experience preferred.

The successful applicant will report to the Federal Public Defender and Administrative Officer

This is an in-person full-time position located in Topeka or Kansas City, Kansas.

- 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](mailto:ksfpd@fd.org).

Preference will be given to applications received by May 6, 2024. We may fill current and future positions from this position announcement. No phone calls, please.

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