

# **Kansas State Board of Indigents' Defense Services**

**Open Position – Call for Applicants**

## **Administrative Specialist 29<sup>th</sup> Judicial District Public Defender Office (Wyandotte County) Kansas City, KS**

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### **Administrative Specialist:**

The Kansas State Board of Indigents' Defense Services is accepting applications for the position of Senior Administrative Specialist and Office Manager in the 29<sup>th</sup> Judicial District Public Defender Office in Kansas City, Kansas.

### **The Mission**

The Board of Indigents' Defense Services (BIDS), through its regional public defender offices like the 29<sup>th</sup> Judicial District Public Defender Office, represents adults charged with felonies who cannot hire an attorney. By supporting and elevating public defense in the State of Kansas, BIDS empowers its team to provide relentless representation and collaborative, holistic advocacy in service of client-centered outcomes.

The Kansas State Board of Indigents' Defense Services is in the process of remaking its public defense model with a renewed emphasis on building public defense offices with an interdisciplinary team-based collaborative defense system that uses community connections and resources to better represent not just an individual's case, but the client as a whole.

The office of the 29<sup>th</sup> Judicial District Public Defender is entirely new in Wyandotte County. We are looking for dynamic, client-centered Administrative Specialists who are passionate about the importance of public defense and are interested in aiding our efforts to fundamentally rebuild our system and transform the new public defender office in the 29<sup>th</sup> Judicial District into a model of collaborative public defense practice.

### **Responsibilities and Qualifications**

Administrative Specialists operate under the supervision of the Chief Public Defender or designated Deputy. Candidates for this position should have strong communication and organization skills. Administrative Specialists must abide by the ethical and professional standards required of criminal defense teams.

It is expected that the duties of an Administrative Specialist will include the following (in addition to other tasks, as assigned):

- Answer phone calls, take messages, and greet and direct office visitors
- Open and distribute incoming mail
- Maintain office calendaring system for attorneys and other staff
- Open new client case files
- Document and copy client discovery for attorneys
- File closed case files
- Inventory cases by boxing, logging, and sending files to archives in keeping with the regulations of the State of Kansas
- Enter employee time and leave sheets using the State of Kansas SHARP system
- Check time sheets for accuracy
- Prepare accounts and reports as required by the State of Kansas SMART system
- Monitor office caseload and provide caseload reports to the Chief Public Defender
- Act as a back-up to other administrative staff in their absence
- Occasional court-run duties
- Other projects as assigned by the Chief Public Defender or Deputy Public Defender

**Knowledge, Skills, and Abilities:**

- Must be able and willing to develop the skills necessary to complete the tasks required, and become proficient in managing a range of tasks for a team of attorneys and staff members.
- Must be able to work independently and manage their time to complete tasks in a timely and efficient manner.
- Must be able to respectfully interact with clients, colleagues, and the courts.
- Must have attention to detail.
- Must follow the highest standards of professional conduct. Must have a keenly developed and uncompromising set of personal and professional ethics.

Applicants must have, at minimum, a high school diploma or equivalent. College degree or higher with a focus on criminal justice or legal studies preferred. Driver's license required.

**Salary and Benefits**

Compensation for this position (Administrative Specialist) ranges from \$15.00 to \$25.75 per hour. Compensation may vary depending upon experience, education, or qualifications. We are happy to discuss compensation expectations with interested applicants.

The State of Kansas Employment Benefits Package includes:

- First day of employment comprehensive coverage under the State Employee Health Plan (SEHP) for medical, prescription drug coverage, dental, and vision Tax advantage accounts are available and include options such as a Health Savings Account, Health Reimbursement Account, and Flexible Spending Accounts
- Additional voluntary benefits including Hospital Indemnity Insurance, Accident Insurance, and Critical Illness Insurance
- SEHP members and their covered family members have access to the HealthQuest Health Center at 9<sup>th</sup> and Kansas Avenue in Topeka for in person and virtual health care services
- Sick & Vacation leave
- Work-Life Balance programs: paid parental leave, military leave, jury leave, and funeral leave
- Paid State Holidays
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

### **Application Materials Needed**

- Cover letter
- Resume
- List of references
- If you are claiming Veteran’s Preference, please also include your DD214.

**Send resume, cover letter, and list of references, and DD214 (if applicable) by email to Tiffany Reed at [bidsrecruiter@sbids.org](mailto:bidsrecruiter@sbids.org):**

Tiffany Reed  
 Human Resources Director, Administration Office  
 State Board of Indigents’ Defense Services  
[bidsrecruiter@sbids.org](mailto:bidsrecruiter@sbids.org)

When emailing application materials, please include “Administrative Specialist – Wyandotte County” in your email subject line.

**Applications will be considered on a rolling basis, and positions are open until filled.**

Please be aware that if an offer of employment is made, actual employment is subject to the Governor’s salary approval.

### **Kansas Tax Clearance Certificate required:**

Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain and submit a valid Kansas Tax Clearance Certificate within 10 days from the date of the offer letter to the hiring agency by accessing the Kansas Department of Revenue’s website at

<https://www.kdor.ks.gov/apps/taxclearance/default.aspx>. A Tax Clearance Certificate is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199 or by email at [kdor\\_specialprojects@ks.gov](mailto:kdor_specialprojects@ks.gov).

#### How to Claim Veterans Preference:

Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

#### [Learn more about claiming Veteran's Preference](#)

#### Equal Employment Opportunity:

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.

Advertised by Kansas State Board of Indigents' Defense Services.