

Kansas State Board of Indigents' Defense Services

Open Position – Call for Applicants

Legal Assistant Salina Regional Public Defender Office Salina, KS

Legal Assistant:

The Kansas State Board of Indigents' Defense Services is accepting applications for the position of Legal Assistant in the Salina Regional Public Defender Office in Salina, Kansas.

The Mission

The Board of Indigents' Defense Services (BIDS), through its regional public defender offices like the Salina Regional 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.

We are looking for dynamic, client-centered Legal Assistants who are passionate about the importance of public defense and are interested in aiding our efforts to fundamentally rebuild our system and transform our offices into a models of collaborative public defense practice.

Responsibilities and Qualifications

Legal Assistants play an important role in the defense team, and operate under the supervision of the Chief Public Defender or designated Deputy. Legal Assistants must abide by the ethical and professional standards required of criminal defense teams.

It is expected that the duties of a Legal Assistant will include the following (in addition to other tasks, as assigned):

- Review and maintain office calendar for attorneys and staff.

- Prepare reports and forms as required by the State of Kansas SHARP and SMART systems.
- Refer conflict cases to other assigned counsel when appropriate.
- Organize, review, and summarize evidence. Prepare binders, exhibits, and filings in preparation for hearings and trial. Assist attorneys during hearings and trials.
- Assist attorneys with preparing and filing of Notice of Appeal, when appropriate.
- Assist with docketing interlocutory appeals when necessary with the Kansas Court of Appeals.
- Coordinate with experts to provide assistance in cases when requested.
- Obtain signed releases from clients; communicate with records custodians at schools, medical facilities, psychiatric facilities, drug treatment providers, and the VA, among others, to obtain records for the defense team.
- Obtain and document prior criminal history.
- Redact paper files, electronic files, and video.
- Meet with clients in custody (jail, prison, courthouse) and out of custody.
- Assist in obtaining client information during initial client interviews and assist in drafting bond motions.
- Review eligibility for diversion, assist with diversion process, including assistance with filling out applications and paperwork.
- Obtain information from community corrections and jail to provide to attorney and compute client credit for time served.
- Follow up on client information to locate witnesses and evidence.
- Assist clients with clothing who are in custody preparing for trial.
- Research legal issues within a particular case as directed by attorneys and write written summary.
- Confer with clients in absence of attorney to obtain information concerning client's case and answer non-legal questions.
- Provide back-up support to administrative staff. Includes regular back-up on answering telephone, greeting and directing office visitors, opening case files, downloading and organizing discovery, performing court-run, and typing a variety of legal documents for filing with the court or providing information to clients.
- 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.
- Frequent local travel and occasional statewide travel.

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

Salary and Benefits

Compensation for this position (Legal Assistant) ranges from \$17.79 to \$24.00 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 9th 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 three 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 Bryan Crouch at bidsrecruiter@sbids.org:

Bryan Crouch
Human Resources Professional, Administration Office

State Board of Indigents' Defense Services
bidsrecruiter@sbids.org

When emailing application materials, please include "Legal Assistant – Salina" 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.

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.