

Kansas State Board of Indigents' Defense Services

Open Position – Call for Applicants

Assistant Public Defender (Public Defender I) 11th Judicial District Public Defender Office (Crawford, Cherokee, Labette Counties) Pittsburg, KS

Assistant Public Defender (Public Defender I):

The Kansas State Board of Indigents' Defense Services is accepting applications for the position of **Assistant Public Defender (PD I)** in the 11th Judicial District Public Defender Office (Crawford, Cherokee, Labette Counties) in Pittsburg, Kansas.

The position of Assistant Public Defender is for entry-level and developing attorneys. Attorneys at this level perform legal work under the mentorship of more experienced attorneys within the office and are supervised by the Chief Public Defender or designated Deputy Defender.

The Mission

The Board of Indigents' Defense Services (BIDS), through its regional public defender offices like the 11th 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 11th Judicial District Public Defender is entirely new. We are looking for dynamic, client-centered advocates 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 11th Judicial District into a model of collaborative public defense practice.

Responsibilities and Qualifications

Assistant Public Defenders represent adults charged with criminal felonies in their local district court jurisdiction who are deemed indigent and unable to afford to hire an attorney. Attorneys in this position are expected to develop fundamental trial skills in their practice, and become proficient in managing all aspects of their caseload.

Minimum requirements for this position include:

- Must be a graduate from an ABA accredited law school and licensed attorney who is active and in good standing in the State of Kansas at the time of employment. In addition to applications from more experienced attorneys, we will accept applications from candidates who anticipate taking the bar exam in 2024.
- Must maintain licensure as an active attorney in good standing in the State of Kansas.
- Must have a valid driver's license where courts and jails are not located within walking distance of the office.
- Must have exceptional communication skills.
- Must have the ability to effectively communicate in written and oral form.
- Must have the ability to use all necessary electronic devices including computers, e-filing systems, as well as case management systems.
- Must have the ability to coordinate with supporting personnel to provide client-centered, holistic representation.
- Must have appropriate time management skills and organizational skills and demonstrate proficiency of avoiding unnecessary delays in client's cases through appropriate preparation and planning.
- Must be able to process, organize and manage complex litigation.
- Must be able to handle emergency or crisis situations.
- Must be able to handle frequent interruptions and multiple calls and inquiries.
- Must be able to effectively interact with clients, co-workers and other colleagues in a respectful and appropriate manner.
- Must be academically curious about criminal law and procedure.
- Must be able to treat every client, witness and colleague with dignity and respect without exception.
- Must demonstrate an on-going commitment to a client-centered practice.
- Must be able to maintain confidentiality and manage confidential information.
- Must have a keenly developed and uncompromising set of personal and professional ethics.
- Occasional travel to other work locations including courts and jail.

Salary and Benefits

Compensation for this position (Public Defender I) ranges from \$62,500.00 – \$86,625.00. Salary may vary depending upon experience or qualifications. We are happy to discuss salary expectations with interested applicants.

The State of Kansas Employment Benefits Package includes:

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs, parental leave, military leave, jury leave, funeral leave
- Paid State Holidays

- Fitness Centers in select locations
- Employee discounts with the STAR Programs
- Retirement and deferred compensation programs

Application Materials Needed

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

Send resume, cover letter, writing sample, list of references, and DD214 (if applicable) by email to Tiffany Reed:

Tiffany Reed
Human Resources Director, Administration Office
State Board of Indigents' Defense Services
bidsrecruiter@sbids.org

When emailing application materials, please include "Assistant Public Defender Application - Pittsburg" in your email subject line.

Application deadline: Open until filled.

Please be aware that if an offer of employment is made, actual employment is subject to two pre-employment conditions which include:

- Confirmation of licensure as an active attorney in good standing the State of Kansas, or successful admission to the Kansas Bar, prior to start date.
- Governor's salary approval.

Tax Clearance Information

Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website. A Tax Clearance 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. All applicants, including current state employees, are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199. Clearance forms can be procured here: <https://www.ksrevenue.org/taxclearance.html>

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: <https://admin.ks.gov/services/state-employment-center/veterans>

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.

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