

Kansas State Board of Indigents' Defense Services

Open Position – Call for Applicants

Senior Administrative Specialist/Office Manager Tenth Judicial District Public Defender Office Olathe, KS

Senior Administrative Specialist/Office Manager:

The Kansas State Board of Indigents' Defense Services is accepting applications for the position of Senior Administrative Specialist and Office Manager in the Tenth Judicial District Public Defender Office in Olathe, Kansas.

The Mission

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

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 public defender office in the Tenth Judicial District into a model of collaborative public defense practice.

Responsibilities and Qualifications

Senior Administrative Specialists are the lead administrative specialists in the office, and may be assigned the duties of an office manager. It is expected that Senior Administrative Assistants will be able to maintain the office calendar, order office supplies, submit payment vouchers, complete data entry, handle phone calls to the office, and manage and complete filing tasks.

Senior Administrative Specialists may also be required to take on leadership positions among the administrative specialists in the office, including training of others, assigning and scheduling projects, and overseeing and reviewing work within the office's administrative specialist team.

Senior Administrative Specialists may be required to type and file motions and orders with attorney supervision, approval and direction. Senior Administrative Specialists may work on other projects as assigned by the Chief Public Defender or Deputy Public Defender.

Senior Administrative Specialists operate under the supervision of the Chief Public Defender or designated Deputy. Senior Administrative Specialists must abide by the ethical and professional standards required of criminal defense teams.

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

- Answer phone calls, take messages, and route phone calls on multi-line system. Greet and direct office visitors.
- Open and distribute incoming mail.
- Maintain office calendaring system for attorneys and other staff.
- Plan, coordinate and arrange office meetings with multiple agencies or individuals.
- Reserve and set up conference rooms and meeting locations.
- Maintain system for opening, closing, and filing client case files.
- Develop and establish records and filing systems for internal use.
- 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 and check time sheets for accuracy.
- Prepare personnel transactions and maintain record of personnel actions.
- Monitor office caseload and provide caseload reports to the Chief Public Defender.
- Prepare accounts and reports as required by the State of Kansas SMART system.
- Oversee the stock of office supplies, equipment, and forms. Order and purchase supplies and equipment. Coordinate maintenance of office equipment. Handle inventory for the office.
- Perform basic bookkeeping duties as preparing billings and vouchers. Review purchase orders, vouchers, bills and forms related to payment for goods and services.
- Make travel and lodging arrangements.
- Provide lead work guidance to administrative staff coworkers.
- 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 (Senior Administrative Specialist) ranges from \$16.50 to \$23.03 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:

- 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
- List of three professional 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:

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

When emailing application materials, please include "Senior Administrative Specialist – Olathe" 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.