

Kansas State Board of Indigents' Defense Services

Open Position – Call for Applicants

Capital Resource Coordinator (Public Defender III) BIDS Administrative Office Topeka, KS

Capital Resource Coordinator (Public Defender III):

The Kansas State Board of Indigents' Defense Services (BIDS) is accepting applications for the position of **Capital Resource Coordinator (Public Defender III)** in the BIDS Administrative Office in Topeka, Kansas.

The Mission

The Kansas State Board of Indigents' Defense Services, through its regional public defender offices and assigned counsel program, 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 BIDS Administration Office supports the work of all BIDS employees and assigned and contract counsel. We are looking for a dynamic, client-centered Capital Resource Coordinator who is passionate about the importance of public defense and zealous capital representation, and is interested in aiding our efforts to provide resources and oversight to the capital assigned counsel program.

Responsibilities and qualifications

The Capital Resource Coordinator position is located in the BIDS Administrative Office in Topeka and is supervised by BIDS's General Counsel. The Capital Resource Coordinator serves an important role in the agency, ensuring that BIDS is fulfilling its duties under the ABA Guidelines with respect to death penalty assigned counsel for indigent and partially indigent clients. Specifically, this attorney will:

- Maintain and recruit a roster of attorneys who are qualified to be appointed to represent capital-eligible defendants in Kansas.
- Assist with the certification of attorneys qualified to be appointed to represent capital-eligible defendants in Kansas.
- Assist with the assignment of pre-certified and qualified private attorneys to capital-eligible

- cases.
- Assist with the continued development of qualification standards and procedures by which attorneys are certified and assigned to particular cases.
 - Conduct meaningful review of attorneys that request to be certified and added to the roster of qualified death penalty attorneys.
 - o In order to make this determination, the Capital Resource Coordinator will have the responsibility to gather as much relevant information as possible to secure a fair picture of assigned counsel's ability and experience. This may include:
 - In court observations
 - Writing samples
 - Information gathering from the applicant, judges, attorneys, supervisors, and former clients
 - Keep the roster updated regarding which qualified attorneys are currently available.
 - Ensure that attorneys on the roster have obtained a license or permission to practice in the state.
 - Monitor the performance of certified death penalty attorneys.
 - Ensure that capitally-certified attorneys on the roster have demonstrated and continue to demonstrate zealous advocacy for criminal defendants.
 - Ensure that all appointed counsel in capital cases have satisfied the training requirements under the ABA Guidelines.
 - Review and approve capital training programs attended by capital attorneys outside of the agency.
 - Collaborate with the Training Department to provide in-house capital trainings and reviewing the quality of those trainings.
 - Collaborate with the BIDS Assigned Counsel and Expert Coordinator to identify experts for capital cases.
 - Monitor and give consideration to assigned counsels' caseloads and other factors.
 - Withdraw certification and remove from the roster any attorney who fails to provide high quality legal representation.
 - Investigate and maintain records concerning complaints about the performance of attorneys providing representation in death penalty cases and take appropriate corrective action without delay.
 - Be available to provide additional resources to assigned capital counsel throughout a capital case, if necessary, including helping to procure additional counsel.
 - Research and maintain knowledge of current trends and relevant topics, including resources, experts, and research, and keep a repository of such information.
 - Provide information to the state-wide bar regarding the resources that BIDS is able to provide partially indigent capital defendants.
 - Other tasks as assigned by the BIDS General Counsel.

The attorney in this position must possess an advanced capital litigation skill set and understand the impact of state capital litigation on the larger timeline and procedural overlay of state and federal capital case litigations.

The Capital Resource Coordinator consistently advances the ideal of a client-centered, holistic Public Defender system, both internally within the agency and in their interactions with outside

legal system stakeholders, and exhibits an outstanding dedication to the Public Defender system and its clients. The Capital Resource Coordinator must inspire others and take active steps to build a zealous, positive, and supportive capital defense culture across the state. The Capital Resource Coordinator must maintain the highest standard of professionalism and demonstrate an ability to respectfully and successfully work with colleagues, clients, opposing counsel, and the courts.

The attorney in this position must know and comply with the Kansas Rules of Professional Conduct, the ABA's Criminal Justice Standards for the Defense Function (2017), and all Board of Indigents' Defense Services statutes, administrative regulations, and internal policies. The attorney must know and comply with the 2003 ABA Guidelines for the Appointment and Performance of Defense Counsel in Death Penalty Cases and the 2008 Supplementary Guidelines for the Mitigation Function of Defense Teams in Death Penalty Cases, and the attorney must have demonstrated the qualifications set forth in those guidelines. The attorney in this position must demonstrate an ability to positively receive feedback and to integrate that feedback into their practice. In addition to successfully completing all required trainings, the Capital Resource Coordinator must continue to actively advance the state-wide level of capital practice by seeking additional learning opportunities, both for themselves and others.

Minimum requirements for this position include:

Education and Experience: 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. Have a preferred minimum of 5 years of experience in criminal defense and significant knowledge and understanding of capital work.

Knowledge, Skills and Abilities:

- Must have exceptional written and oral communication skills.
- Ability to coordinate with professionals inside and outside of BIDS to provide client-centered, holistic representation.
- Must have appropriate time management skills and organizational skills and organizational skills that help minimize the time required to find counsel and resources.
- Must be a self-starter that does not require significant direct supervision to complete tasks and comply with deadlines.
- Ability to use all necessary electronic devices including telephones, computers, e-filing systems, as well as case management systems.
- Must understand how 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 co-workers, clients, and other colleagues in a respectful and appropriate manner and treat everyone with dignity, without exception.

- Must be academically curious about criminal law, criminal procedure, capital defense, mitigation, and law regulating government entities and the creation and deployment of local or systemic changes.
- 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.
- Must be able to withstand a moderate noise level in the work environment.
- Able to travel to other work locations outside of the BIDS Administrative office, including various courts, law schools, the Kansas Capital, and other locations in-state and, occasionally, out-of-state.

Conditions of Employment:

- 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.
- Must have a valid driver's license.
- All Employment is subject to the Governor's salary approval.

Salary and Benefits

Compensation for this position (Capital Resource Coordinator) ranges from \$75,000 - \$89,250. 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:

- 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
- Writing sample
- List of three professional references
- If you are claiming Veteran's Preference, please also include your DD214

Send cover letter, resume, writing sample, 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 "Capital Resource Coordinator" in your email subject line.

Position is 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 in the State of Kansas.
- 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.