

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

**Open Position – Call for Applicants**

## **Mitigation Specialist Position Third Judicial District Public Defender Office Topeka, KS**

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### **Mitigation Specialist Position:**

The Kansas State Board of Indigents' Defense Services is accepting applications for the position of Mitigation Specialist in the Third Judicial District Public Defender Office in Topeka, Kansas.

### **The Mission**

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

BIDS 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 Mitigation 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 Third Judicial District into a model of collaborative public defense practice.

### **Responsibilities and Qualifications**

Mitigation Specialists operate under the supervision of the Chief Public Defender or the Deputy Public Defender. Mitigation Specialists play an important role on the defense team, providing holistic defense case management and mitigation expertise to defense counsel through relevant sociological and mental health research and the application of that research to individual cases by building close working relationships with clients, assessing the clients' needs, assisting clients in accessing services to address those needs, and assisting attorneys with defense strategies and sentence mitigation. Candidates for this position should have strong communication, organization, and analytical skills. Mitigation Specialists must abide by the ethical and professional standards required of criminal defense teams.

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

- Acquiring and maintaining the necessary skills to investigate and support cases involving clients who may have physical or psychological issues.
- Meeting with clients and witnesses in custody (jail, prison, courthouse) and out of custody, including at their place of residence or employment, and obtaining signed releases.
- Evaluating clients to determine potential issues and needs.
- Researching and maintaining information about available resources.
- Making appropriate referrals to address clients' needs and assisting them with accessing resources.
- Searching for and obtaining relevant social history records from schools, medical facilities, psychiatric facilities, drug treatment providers, and the VA, among others.
- Identifying, contacting, and interviewing witnesses, taking witness statements, preparing affidavits, and offering testimony when needed on witness statements.
- Coordinating with and providing records to experts.
- Maintaining sufficient knowledge of current research and trends in relevant topics.
- Using expertise and gathered factual mitigation to assist attorneys in developing humanizing narratives and defense strategies to improve outcomes for clients.
- Assisting attorneys in preparing for court; presenting information and testimony in court at the direction of attorneys.
- Other projects as assigned by the Chief Public Defender or Deputy Public Defender.

**Knowledge, Skills, and Abilities:**

- Must be able 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 strong observation skills and attention to detail, with the ability to remember and accurately record information from interviews and investigation.
- Must have excellent interpersonal and communication skills, both orally and in writing.
- Must follow the highest standards of professional conduct, with the ability to keep client confidences and protect confidential information. Must have a keenly developed and uncompromising set of personal and professional ethics.
- Must be committed and able to understand the diverse needs of our clients, to raising one's cultural competence, to challenging oppressive practices, and to strive at all times towards compassion.
- 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 in social work, human services, psychology, or a related field, preferred. Driver's license required.

### **Salary and Benefits**

Compensation for this position (Mitigation Specialist) ranges from \$45,000 to \$66,150. 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 three references
- If you are claiming Veteran's Preference, please also include your DD214.

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

Bryan Crouch  
Human Resources Professional, Administration Office  
State Board of Indigents' Defense Services  
[bidsrecruiter@sbids.org](mailto:bidsrecruiter@sbids.org)

When emailing application materials, please include “Mitigation Specialist – Shawnee 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 conditioned upon 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.