

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

**Open Position-Call for Applicants**

**Assistant Training Director  
(Public Defender III)  
KS BIDS Administrative Office  
(Topeka, KS)**

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## **Application Deadline: Open Until Filled**

**Priority given to applications received by May 6th.**

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The Kansas State Board of Indigents' Defense Services is accepting applications for an **Assistant Training Director** in Topeka, Kansas. This position is equivalent to a Public Defender III with a salary range of \$65,000-80,000 commensurate with experience.

We are seeking an energetic attorney with at least 5 years of experience, including some time spent working as a trial attorney. The best candidate will have experience teaching adult learners, be extremely organized, and be committed to holistic defense principles. This position presents a tremendous opportunity to become a founding leader in our efforts to remake the practices and culture of the entire Kansas public defense system. All applicants must have a keenly developed and uncompromising set of personal and professional ethics.

### **Responsibilities**

The Assistant Training Director will be responsible for working with the Training Director in all aspects of development, presentation, organization, and recruitment for our developing BIDS training program, which includes both public defenders and staff, as well as our extensive network of assigned counsel. Areas of training will include practical trial skills, practical appellate skills, legal ethics, management and leadership training, substantive law, well-being, human resources, investigator and support staff training, and other topical trainings as needed.

In addition to keeping abreast of substantive developments in the law, the Assistant Training Director will be expected to quickly become familiar with adult learning principles and best practices, Kansas Continuing Legal Education accreditation and reporting procedures, and BIDS internal processes for creating and approving attendance

at trainings. In addition to traveling within Kansas to become familiar with and provide training for our BIDS offices, the Assistant Training Director will also be expected to become a contributing, active member in the broader nationwide community of public defense trainers.

### **Qualifications**

The Assistant Training Director must have some experience in trial level criminal defense practice, and experience in the defense of off-grid offenses or their equivalents is preferred. The Assistant Training Director must have excellent written and verbal communications skills, and experience developing training materials or programs is a plus. Previous training or experience with holistic defense is highly preferred. As with all attorney positions within SBIDS, applicants must be graduates of an ABA accredited law school and either be currently licensed to practice law in the State of Kansas or be willing and able to seek admission to the Kansas Bar immediately upon hire.

### **Applying**

To apply for the Assistant Training Director position, please email your resume, cover letter, a writing sample, list of references, and Kansas Tax Clearance form to Meryl Carver-Allmond, Training Director, at [mcarver@sbids.org](mailto:mcarver@sbids.org). The email should include "Assistant Training Director" in the subject line.

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