

STATE BOARD OF INDIGENTS' DEFENSE SERVICES
NOTICE OF EMPLOYMENT OPPORTUNITY
ASSISTANT TRIAL PUBLIC DEFENDER (PUBLIC DEFENDER I)

Title: Assistant Trial Public Defender (Public Defender I)

Location: Third Judicial District Public Defender Office, Topeka, KS

Deadline: Open until filled: Priority given to applications received by January 21, 2022

Salary: \$55,683.00 – \$65,000.00 annually. Dependent upon experience.

Full-Time, Unclassified, Exempt Position, with Benefits

Application Process: Please submit required documents by email to the recruiter to be considered.

Required documents:

Resume

Cover Letter

Writing Sample

Three references

Tax Clearance Certificate

Recruiters Contact Information

Name: Maban Wright, Chief Public Defender

Email: mwright@sbids.org

Subject Line: "PD I Application" needs to be included in the subject line.

Primary Responsibilities/Duties

The Third Judicial District Public Defender Office is accepting applications for a qualified Assistant Trial Public Defender.

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

Attorneys will represent adults charged with criminal felonies in their local district courts 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.

Attorneys in this position must demonstrate an ability to respectfully and successfully work with clients, colleagues, opposing counsel and the courts. Attorneys must demonstrate compassion for our clients and a desire to zealously advocate on behalf of the poor. All attorneys in this position must be willing and able to treat our clients with dignity and offer our clients their honest advice and best defense. All attorneys in the position must be willing to speak truth to power.

Attorneys in the 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. Since attorneys at this level will require varying levels of supervision, they must demonstrate an ability to positively receive feedback and to integrate that feedback into their practice. In addition to successfully completing all required trainings, these attorneys must actively advance their level of

practice by seeking additional learning opportunities.

Requirements/Qualifications of the Position

Education and Experience:

- Must be a graduate from an ABA accredited law school and a licensed attorney who is active and in good standing in the State of Kansas at the time of employment.

Conditions of Employment:

- Must be willing and able to be placed in any office in a state-wide public defender system.
- 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.
- All employment is subject to the Governor's salary approval.

Knowledge, Skills, and Abilities:

- Must have exceptional communication skills.
- Ability to effectively communicate in written and oral form.
- Ability to use all necessary electronic devices including computers, e-filing systems, as well as case management systems.
- 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.
- Must be able to withstand a moderate noise level in the work environment.
- Occasional travel to other work locations including courts and jails.

THE STATE OF KANSAS IS AN EQUAL OPPORTUNITY EMPLOYER

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