

STATE BOARD OF INDIGENTS' DEFENSE SERVICES
NOTICE OF EMPLOYMENT OPPORTUNITY
Lead Assistant Public Defender (Public Defender III)

Title: Lead Assistant Public Defender (Public Defender III)

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

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

Salary: \$65,000.00 – \$80,000.00 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 III 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 Lead Assistant Trial Public Defender.

The position of Lead Assistant Trial Public Defender (Public Defender III) is for attorneys who have demonstrated the ability to handle the most complex matters independently and exhibit consistently sound judgement and problem solving abilities.

Lead Assistant Public Defenders exhibit an outstanding dedication to the Public Defender system and its clients. Lead Assistant Public Defenders are capable of assuming informal leadership roles within their office in any areas of practice, supporting management, and/or developing staff.

When called upon by the Chief Public Defender, Lead Assistant Public Defenders must assume additional responsibilities in assisting with the development, guidance, and oversight of others, and/or filling agency-wide, Administrative Office-defined needs. These attorneys maintain the highest standards of professionalism, inspire others, and take active steps to create a positive office culture.

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 this 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. Must have at least 5 years of experience in criminal defense or other comparable legal practice.

Conditions of Employment:

- 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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