

# Kansas Federal Public Defender

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## Position Announcement

District-Wide Receptionist / Case Management Assistant

Topeka or Kansas City, KS

Posted April 18, 2024

Deadline: May 20, 2024 (or until filled)

The Federal Public Defender for the District of Kansas is proud to be an equal opportunity employer. Diversity and dignity are central to our work. We hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.

**About Us.** We work to keep people out of the criminal legal system through holistic representation, collaboration, and education. Our clients are people accused of federal crimes who cannot afford private lawyers. We protect our clients' rights and center their humanity at every stage of the criminal case and beyond. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

**The Job.** We are hiring a receptionist to greet our clients and visitors. Since this person will be the first point of contact for our office, the ideal candidate will have a friendly and positive demeanor, strong organizational skills, and an eagerness to be helpful. The successful candidate will provide a variety of front desk and clerical support to attorneys and administration. This includes compiling, analyzing, maintaining case statistics, and routing district-wide phone calls.

You must:

- Have a high school diploma
- Residency requirements can be found [here](#)
- Be committed to our mission and work well in a team environment

You should:

- Be enthusiastic and detail-oriented
- Have experience juggling multiple phone lines in a high volume, fast-paced offices
- Be tech savvy with working knowledge of web-based applications, Adobe, Excel, SharePoint, OneNote, and Word
- Have excellent interpersonal and communication skills
- Have a history of completing duties accurately and on time
- Be adaptive and possess the ability to multi-task while maintaining organization
- Keyboard and 10-key skills that are thorough, quick, and accurate
- Have a demonstrated work history of dependability, responsibility, and the ability to be a team player

Fluent Spanish speaking applicants are highly desirable

This is an in-office position located in the District of Kansas

**Salary & Benefits.** The salary range for this position is \$40,000–\$75,000, depending primarily on experience.

The FPD also offers generous benefits:

- 11 paid holidays, including Martin Luther King Jr.'s birthday and Juneteenth
- Public Service Loan Forgiveness if qualified
- Federal Employees Retirement System
- Thrift Savings Plan – up to 5% Employer Match
- Health (100+ options)
- Dental (16 options)
- Vision (10 options)
- Life Insurance (basic, standard, additional, family)
- Flex Spending Accounts
- Commuter Benefit Program
- Long Term & Short Term Disability
- Long Term Care
- Transportation Subsidy
- Employee Assistance Program (confidential counseling and assistance)
- WorkLife4You (living well)
- Sick Leave
- Annual Leave
- Nationwide leave transfer program
- Worker's Comp
- Disability Retirement
- Family and Medical Leave
- 12-weeks paid parental leave
- Bring your infant to work (up to 6 months)
- Education and training
- Awards (cash, time-off)

**Apply.** Upload your letter of interest, resume, and three professional references in a *single pdf document* through this web portal: <https://fd.knack.com/ksxfpd-careers#employment-opportunities/> Preference will be given to applications received by May 19, 2024. We may fill current and future positions from this position announcement. No phone inquiries.

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