



# Kansas Federal Public Defender

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**Position:** Appellate Paralegal  
**Location:** Kansas City  
**Application Deadline:** Open Until Filled

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The Federal Public Defender for the District of Kansas is accepting applications for an Appellate Paralegal in the Kansas City, KS office.

## ***Job Description and Qualifications:***

The Appellate Paralegal primarily provides assistance to a five member Appellate Unit. Duties include drafting, reviewing and filing of initial appeal documents, appellate briefs and pleadings with the district and circuit courts; draft and review of briefs and pleadings to the Supreme Court; legal research, keyciting, maintaining deadlines from district, circuit, and Supreme courts; preserve case files and databases; and communicating with clients. The successful applicant will demonstrate initiative, good judgment, and analytical skills; the ability to communicate orally and in writing; a knowledge of the appellate legal process, terminology, and concepts.

To qualify, the applicant must be a high school graduate or equivalent and have at least three years of paralegal experience. Criminal defense experience is preferred. Applicants must have strong organizational skills and broad familiarity with computer programs (Microsoft Word, Adobe Acrobat, Case Map Trial Director, etc.). Excellent written and oral communication skills are necessary. Candidate must be highly motivated, detail oriented, and have the ability to work under pressure. Applicants must be a US Citizen or eligible to work in the United States. Fluency in Spanish is desirable. Commitment to indigent defense is required. Preference given to candidates who possess knowledge of the appellate rules and procedures.

## ***Salary and Benefits:***

Starting salary grade 11/1 (\$60,487) to 14/1 (\$101,876), commensurate with experience and qualifications. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to a background check.

## ***Application Information:***

Qualified persons may apply by forwarding a letter of interest, resume, and three references, in a single pdf document, to [KSFPD@fd.org](mailto:KSFPD@fd.org). Position open until filled; priority consideration given to applications received by August 4, 2017. NO PHONE CALLS PLEASE.

The federal defender organization operates under authority of the Criminal Justice Act, 18 USC §3006A to provide representation in federal criminal matters in the federal courts.

The Kansas Federal Defender is an Equal Opportunity Employer. Women and minorities encouraged to apply.

*Email: [KSFPD@fd.org](mailto:KSFPD@fd.org) / On the web: <http://ks.fed.org>*

Vacancy Announcement: KSX 2017 – 04, Announced July 14, 2017