



# Kansas Federal Public Defender

## Position Announcement

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**Position:** Litigation-Support Paralegal                      **Location:** Wichita, Kansas  
**Deadline:** March 12, 2018; open until filled

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### *Who We Are*

We work to keep people out of prison through representation, collaboration, and education. Our clients are indigent defendants charged with federal crimes ranging from drug crimes to white-collar crimes to terrorism. We practice holistic defense lawyering to protect our clients' rights and champion their humanity at every stage of the criminal case and beyond.

The Kansas FPD seeks to attract and retain a high-performing and diverse workforce in an environment that promotes dynamic teamwork, flexibility, and fairness.

### *Join Our Team*

We need a highly motivated, detail-oriented litigation-support paralegal to work with our skilled trial teams in Wichita, Topeka, and Kansas City. Starting salary is JSP 11/1 at \$61,218 to JSP 14/1 at \$103,106, depending on experience, and includes generous federal benefits.

### *The Job*

The litigation-support paralegal will perform both paralegal and IT tasks, including:

- presenting electronic exhibits and evidence in the courtroom;
- developing digital exhibits and visual aids;
- managing litigation-support software and vendors; and
- knowing and using industry best practices in the collection, review, analysis, production, and presentation of discovery in the form of large-scale ESI.

Regular travel will be required to attend trials.

### *You Must*

Be a US citizen or eligible to work in the United States;

Have at least three years of relevant experience;

Be proficient in Acrobat Adobe Pro, TrialPad, OneNote, CaseMap, Summation, and/or Trial Director software programs (or their equivalents);

Have excellent written and oral communications;

Have advanced knowledge of legal terminology and pretrial and trial litigation and procedure; and

Pass an FBI background check.

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://www.ks.f.d.org>

Vacancy Announcement: 2018-02 Posted: 2/16/2018

### ***It Would Be Great If You***

Have post-high-school training, or a college or law degree;  
Have a proven commitment to our mission;  
Have an interest and experience in graphic and digital design; and/or  
Have experience working in or with the federal courts.

### ***Apply Now***

Please send your letter of interest, resume, three professional references, and a recent writing sample in a single pdf document to [ksfpd@fd.org](mailto:ksfpd@fd.org) by March 12, 2018. No phone calls, please.