

KANSAS FEDERAL PUBLIC DEFENDER

Position Announcement

Office Administrator

Wichita, Kansas

Application deadline: March 20, 2026 (or until filled)

The [Kansas](#) Federal Public Defender is accepting applications for an Office Administrator in the Wichita, Kansas office. The Kansas FPD provides legal representation to indigent clients in federal criminal cases and related matters. The FPD values hard work, diversity, teamwork, creativity, flexibility, and fairness.

The Job: The Office Administrator provides comprehensive office and administrative support to attorneys and other staff members. This position combines general legal assistant duties with responsibility for front desk operations, phone coverage, and mail management. The position also requires uploading documents, drafting and sending form letters, calendaring, client data entry, requesting records, and indexing received documents. The successful candidate must be helpful, dependable, and attend to detail. Residency requirements are [here](#). Spanish fluency is a plus.

Requirements. The successful applicant must:

- Have an associates degree or greater, emphasis in criminal justice or administration is preferred
- Be committed to our mission
- Be committed to client confidentiality
- Be comfortable working with a diverse set of clients and their families
- Demonstrate cultural sensitivity and have experience or interest in working with marginalized communities
- Work well in a team-based collaborative environment
- Be proficient in Word, Excel, and Adobe Acrobat PDF reader
- Be reliable and accountable for details
- Be creative about building new processes and systems
- Be courteous, friendly, and professional with clients and their families

Salary and Benefits: The salary ranges from \$61,000 to \$89,000, depending primarily on experience. The FPD also offers generous benefits, including:

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| • 11 paid holidays | • Dental insurance (16 options) |
| • Possible Public Service Loan Forgiveness | • Vision insurance (10 options) |
| • Federal Employees Retirement System | • Life insurance |
| • Thrift Savings Plan | • Flex Spending Accounts |
| • Health insurance (100+ options) | • Commuter Benefit Program |

- Long-term & short-term disability
- Long-term care
- Transportation subsidy
- Employee Assistance Program
- 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
- Infant at Work program
- Awards (cash, time-off)

How to Apply: Please send a letter of interest, resume, and three professional references in a *single pdf* document to **ksfpd@fd.org**. We may fill current and future positions from this position announcement. This position is subject to approval of funding. No phone inquiries.

The Kansas Federal Public Defender 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.