Job Opportunities at Kansas Legal Services

ASSISTANT CONTROLLER

Kansas Legal Services seeks an experienced Assistant Controller to become an important part of our team. This Assistant Controller will be expected to perform a variety of general accounting functions along with assisting in accounts payable, accounts receivable and fixed asset reporting.

Please read more about this position.

GRANT MANAGER

Kansas Legal Services seeks an experienced Grant Manager to become an important part of our team. This Grant Manager will be a liaison between the accounting department and the research and development department.
Please read more about this position.

PARENT ADVOCATE

Kansas Legal Services seeks to hire a Parent Advocate to invest in Kansas families and to help prevent child placement in to foster care. We are looking for a person to cover Sedgwick county and other areas nearby.

The ideal candidate will have social work training or “lived experience” through involvement as a foster parent or child-in-need-of-care case. The essential skills would include having great communication and organizational skills, patience and empathy. This position does not require a four year degree, but it would be helpful.

KLS offers a professional and friendly work environment. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce. Spanish, bilingual is preferred but is not a requirement for this job.

Excellent paid employee benefits include: health, dental, life, disability and paid parking. Starting salary $36,700.

Email a resume, writing sample and three professional references to:

- Shila Estes, at estess@klsinc.org.

EEO & Affirmative Action Employer

ATTORNEY - EMPORIA

Kansas Legal Services - Emporia seeks a Kansas-licensed, staff attorney to practice general poverty law representing low income Kansans. Casework will focus on solving civil, legal problems that will increase the social and economic stability of the individual. Focus practice areas will include criminal and domestic cases. The office serves Anderson, Chase, Coffey, Greenwood, Lyon, Marion and Morris counties.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on
ensuring a diverse workforce.

The qualified candidate must have the following: a Kansas law license; excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.

Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Minimum salary for this position is $55,000/year with adjustments made based on experience.

Email a resume and three professional references to:

- Heather File, Human Resources Director, fileh@klsinc.org

EOE and Affirmative Action Employer

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**SECRETARY - EMPORIA**

Kansas Legal Service – Emporia seeks a Full-time secretary answering phones, greeting public, typing and scheduling appointments. Multi-line telephone experience and basic computer skills helpful. Applicants fluent in Spanish and English encouraged to apply. This is not a sales position. Starting minimum salary $27,040 plus excellent benefits.

Send resume and three references to:

Kelly Kingsley at: kingsleyk@klsinc.org

EEO & Affirmative Action Employer
**ATTORNEY - HUTCHINSON**

Kansas Legal Services - Hutchinson seeks a Kansas-licensed staff attorney for general civil law representing clients in Reno and surrounding counties. The position will provide mainly civil law. Some travel is involved.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.

The starting salary for this position is $55,000/year but is negotiable based on experience. Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Email a resume and three professional references to

- Heather File, Human Resources Director, fileh@klsinc.org

EOE and Affirmative Action Employer

**PARALEGAL - PITTSBURG**

Kansas Legal Services - Pittsburg seeks a full-time paralegal to practice general poverty law and assist with the representation of low to moderate income Kansans. Casework will focus on solving civil legal problems that will increase the social and economic stability of the individual. Practice areas include evictions, family law including domestic violence and housing law as well as other legal areas that need resolution.
KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce. The qualified candidate must have the following: experience in legal services or an associate or college degree in paralegal studies or the human services field, excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low and moderate income people in Pittsburg area. Spanish, bi-lingual is strongly preferred but not required.

Excellent paid employee benefits include: 13 paid holidays, health, dental and life insurance, long term disability insurance and paid parking.

KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Minimum salary for this position is $30,000/year with adjustments made based on experience.

Email a resume and three professional references to:

- Heather File, Human Resources Director, fileh@klsinc.org

EOE and Affirmative Action Employer

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**ATTORNEY - SALINA**

Kansas Legal Services - Salina seeks a Kansas-licensed staff attorney for general civil law representing clients in Saline and surrounding counties. The position will provide mainly civil law. Some travel is involved.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.
The starting salary for this position is $55,000 -$60,000. Thirteen paid holidays. Excellent paid employee benefits include: health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking.

KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Email a resume and three professional references to:

- Heather File, Human Resources Director, fileh@klsinc.org

EEO & Affirmative Action Employer

**ATTORNEY - TOPEKA**

KLS - Topeka seeks a staff attorney to practice general poverty law representing low-income Kansans. Case work will focus on solving civil, legal problems that will increase the social and economic stability of the individual.

Focus practice areas will include family, elder and housing law as well as work with victims of crime. The office serves Douglas, Jefferson, Osage, Shawnee and Wabaunsee Counties.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: a Kansas law license; excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people.

Recent law school graduates preparing to take the bar exam are encouraged to apply.

The starting salary for this position is $55,000/year but is negotiable based on experience. Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking.
Email a resume and three professional references to:

- Heather File, Human Resources Director, fileh@klsinc.org

EEO & Affirmative Action Employer

TWO ATTORNEYS - WICHITA

Kansas Legal Services - Wichita seeks two Kansas-licensed staff attorneys for general civil law representing clients in Sedgwick and surrounding counties.

One position will provide mainly civil legal assistance.

The other position will be working with our Parent Advocate Program. This program works with families facing challenges in an innovative prevention program that expands legal services available to families. Some travel is involved.

KLS offers a professional and friendly work environment with integrity as our guiding principle. We are an equal opportunity employer with recruitment efforts focused on ensuring a diverse workforce.

The qualified candidate must have the following: excellent written and oral communication skills; and a desire and commitment to assist in the delivery of high-quality legal assistance to low-income people. Recent law school graduates preparing to take the bar exam are encouraged to apply.

The starting salaries for this position are $55,000/year but is negotiable based on experience. Excellent paid employee benefits include: 13 paid holidays, health, dental, life, disability, malpractice insurance, bar dues, CLE and paid parking. KLS is a qualifying employer for Public Service Loan Forgiveness; and eligible to apply for loan repayment assistance through Legal Service Corporation’s Loan Repayment Assistance Program.

Email a resume and three professional references to

- Heather File, Human Resources Director, fileh@klsinc.org
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