PROJECT DIRECTOR - ATTORNEY

Kansas Legal Services seeks a Kansas-licensed attorney to practice general poverty law representing low-income Kansans. This position will act as Director of the Suspended to Reinstated Project to lead a project to provide legal assistance to Kansans in driver’s license issues, specifically license suspension to reinstatement or to restricted status.

This Project Director will lead the program to work with an array of community partners, recruit and train volunteer attorneys and legal interns, schedule clinics for the public, and supervise an Administrative Assistant Paralegal.

Casework will focus on solving civil, legal problems that will increase the social and economic stability of the individual through resolution of legal barriers. The position will serve Shawnee County in the first year, and then phase into other areas of Kansas. The position will be officed in Overland Park, KS.
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 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

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SPECIAL PROJECT - PARALEGAL

Kansas Legal Services 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.

The Suspended to Reinstatement Project involves assisting Kansans with suspended driver’s licenses get their licenses reinstated or moved to restricted status, through implementing, promoting and conducting public clinics staffed with volunteer attorneys and legal interns. The Project Administrative Assistant will be supervised by the Project Director and will assist in all the project’s activities, including planning events, working with project partners and directly working with clients. The position will be officed in Overland Park, KS.
The qualified candidate must have the following: experience in legal services or an associate or college degree in human services, 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 Kansas.

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.

Email a resume and three professional references to:

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

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**SECRETARY - DODGE CITY**

Kansas Legal Services – Dodge City seeks a full-time secretary in our Dodge City office. Duties include: greeting clients, answering and routing phones, clerical tasks including typing legal documents, along with other front desk duties. Strong organizational skills and basic computer skills required. Must be self-motivated, detail oriented and enjoy working in a fast-paced office.

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. Spanish, bilingual is preferred but is not a requirement for this job.

Excellent paid employee benefits include: 13 paid holidays, health, dental, life, and disability, extensive paid sick/vacation time, paid family leave 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, writing sample and three professional references to:

- Becky Hesse, Managing Attorney at hesseb@klsinc.org

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**INTAKE COORDINATOR – KANSAS CITY**

Kansas Legal Services – Kansas City seeks a full-time Intake Coordinator. This person will serve as a point of contact for Wyandotte County citizens with tenants’ issues and refer residents to Kansas Legal Services legal assistance as needed. The Intake Coordinator will provide triage and referral services for housing and other issues as well.

The qualified candidate must have the following: experience in case management and/or social services or a degree from a community college or higher with emphasis in human services. Spanish, bi-lingual is strongly preferred but not required.

Excellent paid employee benefits include: health, dental, life, disability 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, writing sample and three professional references to:

- Alexandra English, Managing Attorney at englisha@klsinc.org

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**ATTORNEY - DODGE CITY**

Kansas Legal Services – Dodge City 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. The office serves all 22 counties around the Dodge City area.
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 along with extensive sick/vacation and paid medical leave. 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 $60,000/year with adjustments made based on experience.

Email a resume and three professional references to

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

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**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

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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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SECRETARY - HAYS

Kansas Legal Services - Hays seek a full time secretary in our Hays office. Duties include: greeting clients, answering and routing phones, clerical tasks including typing legal documents, along with other front desk duties. Strong organizational skills and basic computer skills required. Must be self-motivated, detail oriented and enjoy working in a fast-paced office.

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. Spanish, bilingual is preferred but is not a requirement for this job.

Excellent paid employee benefits include: 13 paid holidays, health, dental, life, and disability, extensive paid sick/vacation time, paid family leave 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:

- Candace Bridgess, Managing Attorney, bridgessc@klsinc.org
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Location: The fabulous new Henry’s Place and Roof Top Terrace at Niche, 124 S...

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