

Job Opportunities at Kansas Legal Services



ATTORNEY - PITTSBURG

Kansas Legal Services - Pittsburg 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 family, elder and housing law as well as work with victims of crime. The office serves Allen, Bourbon, Cherokee, Crawford, Labette, Montgomery, Neosho, Wilson and Woodson 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, extensive sick/vacation time, health and life insurance, long term disability insurance, 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 \$65,000/year with adjustments made based on experience.

Email a resume and three professional references to:

- Dennis Depew, Managing Attorney depewd@klsinc.org

EEO & Affirmative Action Employer

ATTORNEY - EMPORIA

Kansas Legal Services - Emporia seeks a full-time staff attorney to represent 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. Spanish, bilingual is preferred but is not a requirement for this job.

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 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.

Salary for this position starts at \$65,000/year with adjustments made based on experience.

Email a resume and three professional references to

- Ty Wheeler, wheelert@klsinc.org.

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SECRETARY/PARALEGAL - KANSAS CITY

Kansas Legal Services - Kansas City seeks a full-time secretary and/or paralegal to work in our Kansas City, Kansas office. This position combines high-level legal secretarial duties with office management responsibilities, requiring strong organizational skills, leadership ability, and attention to detail. Paralegal skills will be specifically helpful.

Key duties include:

- Manage and supervise secretarial and administrative staff
- Coordinate daily office operations and workflow
- Provide direct administrative and legal secretarial support to co-workers
- Manage calendars, grant deadlines, court filings, and appointments
- Liaise with courts, clients, and external service providers
- Assist with drafting grant applications, maintain accurate case accounting records and run reports for grant purposes
- Oversee office supplies, records, banking and administrative procedures
- Ensure confidentiality and compliance with legal and ethical standards

Qualifications & Experience

- Proven experience as a legal secretary, senior secretary, paralegal or office manager in a law firm
- Strong knowledge of legal terminology, court procedures, and document formatting
- Excellent organizational, multitasking, and time-management skills
- High level of professionalism and discretion
- Strong written and verbal communication skills
- Proficiency in Microsoft Office and legal practice management software
- Ability to lead, train, and support administrative staff

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 a plus.

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

Salary ranges from \$50,000-\$65,000 with adjustments made based on experience.

Email a resume and three professional references to:

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

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ATTORNEY - HAYS

Kansas Legal Services – Hays seeks a Kansas-licensed 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 family, elder and housing law as well as work with victims of crime. The office serves Ellis and surrounding 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, extensive sick/vacation time, health and life insurance, long term disability insurance, paid medical leave, malpractice insurance, bar dues, and CLE.

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 \$65,000/year with adjustments made based on experience.

Email a resume, cover letter, and three professional references to:

- Candace Bridgess, Managing Attorney at bridgessc@klsinc.org

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ATTORNEY - MANHATTAN

Kansas Legal Services - Manhattan seeks a Kansas-licensed 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 family, elder and housing law as well as work with victims of crime. The office serves Riley, Pottawatomie, Geary and Clay 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 and life insurance, long term disability insurance, paid medical leave, malpractice insurance, bar dues, and CLE.

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, cover letter, and three professional references to:

- Corinne Petrik, Managing Attorney at petrikc@klsinc.org

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ATTORNEY - SALINA

Kansas Legal Services - Salina seeks a Kansas-licensed 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 family, elder and housing law as well as work with victims of crime. The office serves Saline and surrounding 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, extensive sick/vacation time, health and life insurance, long term disability insurance, paid medical leave, malpractice insurance, bar dues, and CLE.

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 \$65,000/year with adjustments made based on experience.

Email a resume, cover letter, and three professional references to:

- Candace Bridgess, Managing Attorney at bridgessc@klsinc.org

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SECRETARY - WICHITA

Kansas Legal Services - Wichita seeks a full-time secretary in our Wichita 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, life, and disability, extensive paid sick/vacation time and paid family leave.

Minimum salary for this position is \$13.00/hour with adjustments made based on experience.

Email a resume and three professional references to:

- Linda Gonzalez at gonzalezl@klsinc.org

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STEP 1: ASK FOR THE FINANCIAL ASSISTANCE POLICY (FAP)

- FAP explains
 - Who qualifies
 - What help is available
 - How to apply
- Hospital **MUST** give FAP information to you for free

Pause (x) In't wait — ask as soon as you get a bill

The infographic includes a photograph of a person with curly hair sitting in a wheelchair at a desk, talking to a staff member behind a counter.

February 23, 2026

Charity Care: A Guide to Relief of Medical Debt

Kansas Legal Services offers you some guidance if you have medical debt...

[Read More about Charity Care: A Guide to Relief of Medical Debt](#)

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TOP-RATED NONPROFIT

Congrats!
You've won a spot on the 2025 Top-Rated List!

September 1, 2025

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At Kansas Legal Services, our mission has always been clear: to provide equal...

[Read More about Recognized as a Top Nonprofit on GreatNonprofits](#)

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