

Job Opportunities at Kansas Legal Services



LEGAL SECRETARY

Kansas Legal Services seeks a full-time legal secretary in our administrative office in Overland Park.

Duties include:

- Oversee the entry and maintenance of client and case information,
- data entry,
- preparing correspondence,
- scanning and organizing files,
- mass mailings,

- sending surveys and compiling results,
- make travel arrangements,
- and other administrative duties as assigned.

Strong organizational and computer skills required, and comfort with Google Workspace preferred. Must be self-motivated, detail oriented and enjoy working in a fast-paced office. Looking for someone who can quickly learn legal databases and software. Must be able to travel throughout the state of Kansas to assist with legal clinics. This is an entry-level position.

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.

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

Email a resume and three professional references to:

- Tonya Hamp, Pro Bono Coordinator at hampt@klsinc.org

EEO & Affirmative Action Employer

ADMINISTRATIVE SECRETARY

Kansas Legal Services seeks a full-time secretary in our administrative office in Topeka. Duties include: data entry, preparing correspondence, scanning and organizing files, mass mailings, sending surveys and compiling results, assisting with board meetings, and other administrative duties as assigned. Strong organizational and computer skills required, and comfort with Google Workspace preferred. Must be self-motivated, detail oriented and enjoy working in a fast-paced office. This is an

entry-level position.

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 and paid family 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.

Email a resume and three professional references to:

- TK Shively, Director of Research and Development at tkshively@klsinc.org

EEO & Affirmative Action Employer

SECRETARY - MANHATTAN

Kansas Legal Services - Manhattan seeks a full-time secretary. 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 and paid family 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.

Email a resume and three professional references to:

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

EEO & Affirmative Action Employer

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, health, dental 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.

The starting salary for this position is \$60,000/year with adjustments made based on experience.

Email a resume and three professional references to:

- Cliff Lee, Managing Attorney leec@klsinc.org

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

ATTORNEY - HUTCHINSON

Kansas Legal Services - Hutchinson 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 Reno 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, 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 \$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

EOE and 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

EEO & Affirmative Action Employer

Last updated on March 15, 2024.

[Employment](#)
[jobs](#)

Print

Table of Contents

NEWS

News & publications

The news about recent activities for needed peoples.

[More News](#)

6 Mar 2024



Job Opportunities at Kansas Legal Services

LEGAL SECRETARY Kansas Legal Services seeks a full-time legal secretary in...

[Continue Reading](#)

28 Feb 2024



Denials from Kansas Department for Children and Families Can Be Appealed

DENIED? If you received a denial notice from the Department for Children and...

[Continue Reading](#)

Our Partners

LSC's support for this website is limited to those activities that are consistent with LSC restrictions.

