

Kansas Legal Services

A non-profit law firm and community education organization helping low and moderate income people in Kansas

www.kansaslegalservices.org



Job Opportunities at Kansas Legal Services

PARALEGAL

Kansas Legal Services firm seeks paralegal for expungement law position. Must be self-motivated and comfortable giving public presentations. Must provide own vehicle, as travel across state is involved. Bilingual encouraged to apply. KLS offers excellent benefits and competitive salary.

Send resume and cover letter to:

- Christine Campbell, Statewide Pro Bono Director
- Kansas Legal Services
- 340 S. Broadway
- Wichita, KS 67208

or email campbellc@klsinc.org

EOE & Affirmative Action Employer

RESEARCH INTERN

Kansas Legal Services - Pittsburg seeks a part-time volunteer intern to research and draft memos on issues affecting Kansas Legal Services' clients. Interns will be able to work remotely, though are invited to visit the Pittsburg office to learn about rural legal practice. Work will vary from project to project, so hours are flexible. This internship is an opportunity for a law student to develop their research and writing skills and learn about the legal issues affecting low-income Kansans.

Send resume and cover letter to:

- Kristin Maun, Staff Attorney
- Kansas Legal Services
- 408 N Walnut, PO Box 1509
- Pittsburg, KS 66762

or email maunk@klsinc.org

EEO & Affirmative Action Employer

MANAGING SECRETARY

Kansas Legal Services - Topeka seeks reliable person to join our team as Managing Secretary. The successful candidate will be self-motivated, able to multi-task in a fast-paced office, have good organizational skills, and strong writing and computer skills. Duties include database administration, completion of grant reports, supervision and training of support staff and general law office support. Previous office administration experience in a law practice preferred. Paid employee benefits include: health, dental, life, disability and paid parking.

Please send resume and cover letter to:

- Kerrie Lonard, Managing Attorney
- Kansas Legal Services
- 712 S Kansas Ave, Suite 201
- Topeka, KS 66603

or email lonardk@klsinc.org.

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SECRETARY

Kansas Legal Services - Emporia seeks part-time secretary. Duties include: answering phones, filing, copying, scheduling court hearings, preparing court documents and other office duties. Spanish bilingual a plus.

Send resume and cover letter to:

- Ty Wheeler, Managing Attorney
- Kansas Legal Services
- 527 Commercial, Suite 201
- Emporia, KS 66801

or email: wheelert@klsinc.org.

EOE & Affirmative Action Employer

PARALEGAL

Kansas Legal Services - Wichita seeks Spanish/English bilingual paralegal for part-time juvenile

law position. Must be self-motivated and must be bilingual. KLS offers excellent benefits and competitive salary.

Send resume and cover letter to:

- Dorothy Burgess
- Kansas Legal Services
- 340 S. Broadway
- Wichita, KS 67202

or email leonardg@klsinc.org

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PARALEGAL

Kansas Legal Services - Wichita seeks personable and reliable person to join our team as a full-time disability and family law paralegal. The successful candidate will be self-motivated, enjoy working in a fast-paced office, have good organizational skills and strong writing and computer skills. KLS offers excellent benefits and competitive salary. Persons whom are bilingual strongly encouraged to apply.

Send resume and cover letter to:

- Rhonda Sullivan, Managing Attorney
- Kansas Legal Services
- 340 S. Broadway
- Wichita, KS 67202

or email sullivanr@klsinc.org.

EOE & Affirmative Action Employer.

ATTORNEY

Kansas Legal Services - Dodge City seeks Kansas licensed staff attorney for general civil casework focusing on domestic violence victims and immigration in our Dodge City office. We will strongly consider 2018 law school graduates. Some travel is involved. Spanish bilingual a plus. Paid employee benefits include: health, dental, life, disability, malpractice insurance, bar dues and CLE. Salary DOE.

Email resume, cover letter and references to:

Heather File, Kansas Legal Services Human Resources Coordinator at fileh@klsinc.org.

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<http://www.kansaslegalservices.org/node/2226/job-opportunities-kansas-legal-services>

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