

Kansas State Board of Indigents' Defense Services

Open Position – Call for Applicants

Assistant Training Director (Public Defender III) BIDS Administrative Office Topeka, KS

Assistant Training Director:

The Kansas State Board of Indigents' Defense Services (BIDS) is accepting applications for the position of **Assistant Training Director (Public Defender III)** in the BIDS Administrative Office in Topeka, Kansas.

The position of Assistant Training Director is for attorneys with a preferred minimum of 5 years of experience. The Assistant Training Director position is for attorneys who are highly experienced in criminal defense litigation and demonstrate an extraordinary commitment to the zealous and dignified representation of indigent defendants and the provision of high quality training to both attorney and non-attorney defense team members.

The Assistant Training Director will assist the Training Director in operating the agency's state-wide public defense Training Division, which is responsible for the training of the agency's attorneys, investigators, mitigation specialists, legal assistants, administrative specialists, and other staff. The Assistant Training Director is directly supervised by the Training Director.

The Mission

The Kansas State Board of Indigents' Defense Services (BIDS), through its regional public defender offices and assigned counsel program, represents adults charged with felonies who cannot hire an attorney. By supporting and elevating public defense in the State of Kansas, BIDS empowers its team to provide relentless representation and collaborative, holistic advocacy in service of client-centered outcomes.

BIDS is in the process of remaking its public defense model with a renewed emphasis on building public defense offices with an interdisciplinary team-based collaborative defense system that uses community connections and resources to better represent not just an individual's case, but the client as a whole.

The BIDS Administration Office supports the work of all BIDS employees and assigned and contract counsel. Our agency has approximately 250 employees and 19 offices across the state. We are looking for a dynamic, client-centered Assistant Training Director with defense

experience who is passionate about the importance of public defense and is interested in aiding our efforts to fundamentally rebuild our system into a model of collaborative public defense practice. This position presents a tremendous opportunity to assist the Training Director in shaping our public defense training program, which is a part of our agency-wide efforts to fundamentally transform public defense across the entire state-wide system.

We are interested in candidates who believe in the importance of mentoring attorneys and non-attorney defense team members in client-centered holistic defense practices, who appreciate the importance of each defense team member, and who believe that every client and every employee is entitled to dignity and respect. Our public defender offices represent clients from diverse communities and backgrounds, and this position requires an applicant who has experience working with economically and racially diverse populations.

Responsibilities and Qualifications

The Assistant Training Director position is located in the BIDS Administrative Office in Topeka and reports to the Training Director. The Assistant Training Director serves an important role in the agency, assisting with the operation of the agency's comprehensive state-wide public defense training program.

The Assistant Training Director assists the Training Director with the planning, managing, and distribution of training initiatives to all of our agency employees and assigned counsel across Kansas. The Assistant Training Director also assists with the production and distribution of training materials, practice guides, and training program evaluations. The Assistant Training director also helps to ensure compliance and approval of all CLE hours offered by BIDS, as well as helps with reporting all completed hours for participant credit.

The Assistant Training Director consistently advances the ideal of a client-centered, holistic Public Defender system, both internally within the agency and in their interactions with outside legal system stakeholders, and exhibits an outstanding dedication to the Public Defender system and its clients. The Assistant Training Director must maintain the highest standards of professionalism, inspire others, and take active steps to build a zealous, positive, and supportive defense culture across the state.

When called upon by the Training Director, the Assistant Training Director must assume additional responsibilities in assisting with the development, guidance of others, and/or filling agency-wide, Administrative Office-defined needs.

Minimum requirements for this position include:

Education and Experience: Must be a graduate from an ABA accredited law school and a licensed attorney who is active and in good standing in the State of Kansas at the time of employment. Have a preferred minimum of 5 years of experience in criminal defense.

Knowledge, Skills and Abilities:

- Must have demonstrated exceptional written and verbal communication skills, interpersonal and collaborative skills, and the ability to communicate legal concepts to others.
- Must have the ability to develop curricula and training materials and present that information to audiences in a clear and engaging manner.
- Must have a proven history of successfully preparing and presenting trainings and continuing legal education programs, or other significant teaching experience.
- Ability to use all necessary electronic devices including computers, e-filing systems, case and records management systems, and case tracking databases.
- Must possess exceptional organizational and time management skills.
- Must have the ability to plan and implement programs and processes.
- Must be able to handle emergency or crisis situations.
- Must be able to handle frequent interruptions and multiple calls and inquiries.
- Must have demonstrated the ability to effectively interact with clients, co-workers and other colleagues in an appropriate manner and be able and willing to treat all with dignity and respect, without exception.
- Must be academically curious about criminal law and procedure.
- Must demonstrate an on-going commitment to the development of a client-centered, holistic defense practice and have the ability to coordinate with supporting personnel to provide trainings that focus on these ideals.
- Must have a high level of personal integrity, as well as the ability to professionally handle confidential matters, and show an appropriate level of judgement.
- Must have a keenly developed and uncompromising set of personal and professional ethics.
- Must be open to receiving training and providing training to others.
- Must have the ability to establish and maintain constructive relationships with local and state agencies, professional groups, and other stakeholders.
- Must have a high level of initiative, dependability, and ability to work with little supervision.
- Must have a valid driver's license and be willing and able to travel in-state to each of our regional defender offices.
- Must be willing and able to travel out-of-state to national training programs and conferences.

Preferred Qualifications:

- Skills in supervision and performance coaching.
- Knowledge of training principles and practices for adult learners.
- Familiarity with training evaluation and needs assessments.
- Ability to facilitate small group discussions and skills exercises to maximize learning for the participants.
- Ability to organize event logistics and to work concurrently on multiple short term and long-range projects.

- Experience processing, organizing, and managing complex litigation.
- Experience in community organizing and the development of local community connections and resources.
- Experience and/or familiarity with collaborative defense models.

Conditions of Employment:

- Confirmation of licensure as an active attorney in good standing the State of Kansas, or successful admission to the Kansas Bar, prior to start date.
- Must have a valid driver's license.
- All Employment is subject to the Governor's salary approval.

Salary and Benefits

Compensation for this position (Assistant Training Director) ranges from \$72,500 – \$107,625. Salary may vary depending upon experience or qualifications. We are happy to discuss salary expectations with interested applicants.

The State of Kansas Employment Benefits Package includes:

- First day of employment comprehensive coverage under the State Employee Health Plan (SEHP) for medical, prescription drug coverage, dental, and vision. Tax advantage accounts are available and include options such as a Health Savings Account, Health Reimbursement Account, and Flexible Spending Accounts.
- Additional voluntary benefits including Hospital Indemnity Insurance, Accident Insurance, and Critical Illness Insurance.
- SEHP members and their covered family members have access to the HealthQuest Health Center at 9th and Kansas Avenue in Topeka for in person and virtual health care services
- Sick & Vacation leave.
- Work-Life Balance programs: paid parental leave, military leave, jury leave, and funeral leave
- Paid State Holidays
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

Application Materials Needed

- Cover letter
- Resume
- Writing sample
- List of three professional references
- If you are claiming Veteran's Preference, please also include your DD214

Send cover letter, resume, writing sample, list of references, and DD214 (if applicable) by email to Bryan Crouch at bidsrecruiter@sbids.org:

Bryan Crouch
Human Resources Professional, Administration Office
State Board of Indigents' Defense Services
bidsrecruiter@sbids.org

When emailing application materials, please include "Assistant Training Director" in your email subject line.

Application deadline: Applications will be reviewed on a rolling basis, position is open until filled.

Please be aware that if an offer of employment is made, actual employment is subject to two pre-employment conditions which include:

- Confirmation of licensure as an active attorney in good standing in the State of Kansas.
- Governor's salary approval.

Kansas Tax Clearance Certificate required:

Each applicant (even non-residents) applying for a State of Kansas job vacancy must obtain and submit a valid Kansas Tax Clearance Certificate within 10 days from the date of the offer letter to the hiring agency by accessing the Kansas Department of Revenue's website at <https://www.kdor.ks.gov/apps/taxclearance/default.aspx>. A Tax Clearance Certificate is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199 or by email at kdor_specialprojects@ks.gov.

How to Claim Veterans Preference:

Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

Equal Employment Opportunity:

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.

Advertised by Kansas State Board of Indigents' Defense Services.