

Job Opportunities at Kansas Legal Services



EXPUNGEMENT CLINICS DIRECTOR

Kansas Legal Services seeks a Kansas-licensed attorney to be a full-time Expungement Clinics Director. The Statewide Expungement Clinics Director will lead and manage Kansas Legal Services' expungement initiatives to provide comprehensive legal assistance to individuals seeking to clear their criminal records. This role is instrumental in expanding access to justice, improving clients' opportunities for housing, employment, and education, and fostering community engagement. The Director will oversee statewide clinic operations, develop partnerships, and ensure compliance with legal standards and organizational goals.

The primary location will be the Kansas Legal Services office in Overland Park. The expectations will be to work in the office except when clinics are conducted, at which time the job will be at the clinic venue, which will occur at locations across the State of Kansas.

Essential Duties

Program Development and Management:

- Design, implement, and oversee expungement clinics across the state of Kansas.
- Develop clinic protocols, workflows, and materials to streamline client intake, case handling, and resolution.
- Monitor program performance and adjust strategies to maximize impact and efficiency.

Community Outreach and Education:

- Build and maintain relationships with community partners, local government agencies, and nonprofit organizations to promote expungement services.
- Conduct public outreach campaigns to educate Kansans about expungement eligibility and the benefits of record clearing.
- Deliver presentations and workshops to community groups, stakeholders, and potential clients.

Legal Representation and Supervision:

- Provide direct legal representation for clients seeking expungements, particularly in complex or high-priority cases.
- Supervise staff attorneys, paralegals, law students, and volunteers participating in the clinics.
- Ensure high-quality legal services and compliance with applicable laws and ethical standards.

Data and Reporting:

- Track and analyze program data to measure outcomes and inform future initiatives.
- Prepare reports for funders, stakeholders, and internal leadership.
- Identify trends and areas for advocacy, policy reform, or enhanced client services.

Grant Writing and Fundraising:

- Collaborate with the development team to secure funding for the program.

- Assist in grant writing and reporting to ensure the sustainability of expungement services.
- Review clients criminal histories, expungement eligibility and grant eligibility
- Review and follow grant requirements
- Work with Statewide Pro Bono Director in organizing/ coordinating clinics, and ensure adhering to grants and LSC regulations
- Learn legal database to enter client, case, and volunteer time
- Prepare documentation for attorney, volunteers, and law students
- Represent clients in court
- Community education/CLE training on expungements law-outreach to communities, attorney volunteers, and KLS staff statewide.
- Attend conferences

The qualified candidate must have the following: a Kansas law degree in good standing, experience with Google and Microsoft office, self-starter, ethical, professional, excellent written and oral communication skills and good interpersonal skills. Statewide travel is required.

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 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.

Minimum salary for this position is \$70,000 with adjustments made based on experience.

Email a resume and three professional references to:

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

EEO & Affirmative Action Employer

ATTORNEYS - KANSAS CITY

Kansas Legal Services – Kansas City seeks Kansas-licensed staff attorneys to practice family law and general poverty law representing low income Kansans, and specifically, survivors of domestic violence. Casework will focus on solving civil legal problems that will increase the social and economic stability of the individual, primarily with family law matters. The office serves Franklin, Johnson, Leavenworth, Linn, Miami and Wyandotte 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 candidates 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.

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

Email a resume and three professional references to:

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

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ATTORNEY - EMPORIA

KLS – Emporia seeks a staff attorney to provide general legal assistance through representing low income Kansans. Casework will primarily focus on legal problems that increase social and economic stability of the community. Focus areas of

practice will include: family law, elder law, housing law, and assisting victims of crime. The Emporia office serves the following counties: Anderson, Chase, Coffey, Greenwood, Lyon, Marion, and Morris.

KLS offers a professional and friendly work environment with integrity as its cornerstone. As an equal opportunity employer, the focal point of recruitment efforts are rooted in creating a diverse workforce. Fluency in both Spanish and English is preferred, but not required.

Qualified candidates must possess the following: admittance to the Kansas Bar with the ability to practice law in Kansas, excellent written and oral communication skills, and a committed desire to deliver high-quality legal assistance. Recent law school graduates, who have taken or plan to take the Kansas Bar Exam, are encouraged to apply.

Benefits include: 13 paid holidays, sick and vacation leave, paid medical leave, health, dental and life insurance, long-term disability insurance, malpractice insurance, bar dues, CLE, and paid parking. Relocation assistance may be available.

KLS is a qualifying employer for the Public Service Loan Forgiveness Program. Eligible employees may also qualify for additional loan repayment through Legal Service Corporation's Loan Repayment Assistance Program.

Please email your resume and three professional references to

- Ty Wheeler, Managing Attorney, wheelert@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 \$65,000/year with adjustments made based on experience.

Email a resume and three professional references to:

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

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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.

Minimum salary for this position is \$65,000/year with adjustments made based on experience.

Email a resume and three professional references to:

- Cliff Lee, Managing Attorney leec@klsinc.org

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SECRETARY - WICHITA

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

Minimum salary for this position is \$27,000 with adjustments made based on experience.

Email a resume and three professional references to:

- Linda Gonzalez at gonzalez@klsinc.org

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