The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of Legal Assistant, to be stationed in its Cedar Rapids office. This position is full-time, temporary, with a term of employment of one year and a day. The Federal Public Defender, a branch of the United States Courts, operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**JOB DESCRIPTION:** Provides secretarial and clerical support to the office in areas such as preparing correspondence, transcribing dictation, editing and proofreading documents, maintaining attorneys’ calendars and case files, photocopying, and other related duties as assigned. This position requires advanced knowledge of legal terminology, word and information processing, and understanding of district and circuit court rules and procedures. In addition to legal assistant duties, this position is responsible for front desk telephone and reception duties.

**REQUIREMENTS AND QUALIFICATIONS:** High school graduate or equivalent, with a minimum of one year specialized experience as a legal assistant performing progressively responsible duties (criminal law office experience preferred) and a minimum of two years general secretarial experience. Education above the high school level may be substituted for some general experience. This position requires excellent typing, computer, and transcription skills; ability to prioritize and organize, and handle multiple tasks simultaneously. Reception desk experience required.

**SELECTION CRITERIA:** In addition to meeting the position requirements and qualifications, the successful applicant will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law and procedure. Preference will be given to applicants with legal assistant or paralegal criminal law experience.

**BACKGROUND CHECKS:** The selected candidate will be subject to a background check as a condition of employment.

**SALARY:** Commensurate with experience. This position includes the same benefits as permanent federal government employees. Salary payable only by Electronic Funds Transfer.

**APPLICATION PROCESS:** Electronically submit resume and cover letter by November 24, 2014 to Denise Fest, at Denise_Fest@fd.org. **The email subject line must read:** Cedar Rapids position announcement 1502. Preference will be given to applications received by November 24, 2014, however position open until filled. No telephone calls please.

*The Federal Public Defender is an Equal Employment Opportunity Employer.*