

FEDERAL PUBLIC DEFENDER
Districts of South Dakota and North Dakota
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Federal Public Defender

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NOTICE OF AVAILABLE POSITION

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for a **LEGAL ASSISTANT / SENIOR LEGAL ASSISTANT** in the Sioux Falls, South Dakota branch office.

Requirements. Candidates must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience. All candidates must be proficient with the use of a personal computer with an emphasis on Word. Law office experience, knowledge of the criminal justice system, and office confidentiality issues is preferred.

Job Description. The Legal Assistant / Senior Legal Assistant provides legal secretarial, clerical and litigation support for one or more Assistant Defenders; maintains attorneys' calendars and case files; prepares legal documents, briefs and general correspondence; reviews outgoing documents for accuracy; and, communication with clients, court personnel and various federal agencies. Moreover a Legal Assistant is responsible for greeting our clients in a professional and friendly manner. You will be the liaison between our office and the public sector, including answering the phones in a professional manner and routing calls as necessary. Other responsibilities include contacting employees regarding visitors and phone calls, assisting with a variety of administrative tasks including copying, faxing, filing, performing ad hoc administrative duties, and all other duties assigned. Must be comfortable talking on the phone and taking messages. Knowledge of the criminal justice system and office confidentiality issues is preferred. This can be a full-time or part-time position with flexibility for the right candidate.

Salary and Benefits. The starting salary for this position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP-6, Step 1, to JSP-9, Step 10, and currently yielding \$38,921 to \$68,777 per year for full-time employment. This position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (Direct deposit).

Qualified applicants should send a cover letter, resume, and three professional references as part of a single pdf document Jason_Tupman@fd.org. Position open until filled. The selected candidate will be subject to a background check as condition of employment. Equal opportunity employer.