

FEDERAL PUBLIC DEFENDER
Districts of South Dakota and North Dakota

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Federal Public Defender

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POSITION ANNOUNCEMENT
LEGAL ASSISTANT or
SENIOR LEGAL ASSISTANT

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for a Legal Assistant or Senior Legal Assistant in our Bismarck branch office. Our office provides high-quality representation to people charged with federal crimes who cannot afford to hire an attorney.

Position Description: The Legal Assistant or Senior Legal Assistant provides legal/secretarial support to the attorneys. Responsibilities include drafting, typing, editing, cite checking and electronic filing of legal pleadings and correspondence; maintaining attorney calendars and client files; managing, calendaring, and setting-up meetings; receiving and directing calls; screening and routing incoming mail and preparing correspondence; organization and electronic management of discovery.

Qualifications: High school graduate or equivalent. The ideal candidate will be an effective communicator, flexible, and dependable; proficient in Microsoft Word and Adobe Acrobat; Prior law office experience is preferred

Salary/Benefits: Starting salary commensurate with experience and qualifications. Salary is payable only by direct deposit. The salary range for this position is JSP-6, Step 1 (\$44,117) up to JSP-9, Step 10 (\$77,955). This position offers federal employment benefits, including health and life insurance, retirement and participation in the Thrift Savings Plan.

Selected candidate will be subject to verification and employment depends on a successful background verification. All claimed experience, certifications, training and references will be checked. All positions are at-will and subject to the availability of funds.

How to Apply: Apply by emailing a letter of interest, resume, and three professional references in a single pdf document to NDX_JOBS@fd.org. Position is open until filled with priority consideration for applicants that apply by June 15, 2024.

The Federal Public Defender for the Districts of South Dakota and North Dakota is an Equal Opportunity Employer.

Vacancy Announcement: May 1, 2024