

FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA

POSITION ANNOUNCEMENT

Legal Assistant – Non-Capital Habeas Unit

The Federal Public Defender, District of Nevada, is accepting applications for a legal assistant position in our Non-Capital Habeas Unit. This is a full-time position located in Las Vegas.

Applicants must be able to work well among a team of legal assistants to support several attorneys; have excellent word processing skills, including Microsoft Word; be able to electronically file documents in the state and federal district and appellate courts; possess well-developed analytical and organizational skills; have experience scheduling and calendaring deadlines; be able to communicate effectively; and to work well under pressure in a high-volume, fast-paced environment. Legal secretarial experience in criminal defense work is preferred. Possessing a paralegal certificate or bachelor's degree is a plus.

Please e-mail a resume, a cover letter, and three references in .pdf format to the attention of:

James Morgan
Personnel Administrator
Office of the Federal Public Defender
411 E. Bonneville, Suite 250
Las Vegas, NV 89101
James_Morgan@fd.org

Position Open Until Filled. Priority consideration offered to those applicants who respond by Friday, July 6, 2018.

The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.

