

**FEDERAL PUBLIC DEFENDER**  
Districts of South Dakota and North Dakota

**Jason J. Tupman**  
*Federal Public Defender*

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**POSITION ANNOUNCEMENT**  
**ADMINISTRATIVE ASSISAANT**

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for an Administrative Assistant to be located in one of the following locations; Sioux Falls, Rapid City, or Pierre, South Dakota; Fargo or Bismarck, North Dakota. Our office provides high-quality representation to people charged with federal crimes who cannot afford to hire an attorney.

**Position Description:** The Administrative Assistant will aid in various areas of office administration and management which includes financial, procurement and property management, personnel, and office operations. Administrative assistant duties include but are not limited to the following: 1) Assistance with day-to-day operations of a variety of accounting functions. 2) Maintain inventory listing and conduct inventory reconciliations. 3) Assist with posting job announcements and coordinating interview and orientation schedules. 4) Assist with updating and editing office manuals and forms. 4) Assist with and coordinate efforts to prepare the office for annual internal control audits, national audits, and program assessments. 5) Provide travel services, including making travel arrangements and reservations for staff and experts. 6) Perform all other duties, as assigned.

**Qualifications:** High school graduate or equivalent. The ideal candidate will have at least five years of experience, including two years of specialized experience in business, accounting, or another closely related field of study. A high level of computer literacy is required. Candidates should be detailed-oriented, have excellent oral and written communication skills, have strong analytical skills, and have good interpersonal skills. The candidate should be able to work independently on detailed and complex matters and be able to meet critical deadlines. A final offer of employment is subject to funding and a background check.

**Salary/Benefits:** Starting salary commensurate with experience and qualifications. Salary is payable only by direct deposit. The salary range for this position is JSP-9, Step 1 (\$59,966 annually) up to JSP-12, Step 10 (\$113,047 annually). This position offers federal employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

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:** The position is open until filled. Apply by emailing a letter of interest, resume, and three references in a single PDF document to **SDX\_JOBS@fd.org**. Within your letter of interest, please indicate which location(s) you are willing to work from.

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

Announcement: April 24, 2024