

LEGAL ASSISTANT/PARALEGAL
DISTRICTS OF SOUTH DAKOTA AND NORTH DAKOTA

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for a Legal Assistant/Paralegal. The position will be located in the Sioux Falls, South Dakota, office. More than one position may be filled from this announcement.

Description: The Legal Assistant/Paralegal provides support to the attorneys. This position requires advanced knowledge of legal terminology; work and information processing software; proficiency with case management technology; and an understanding of district and circuit court rules and protocols. Also required is editing and proofreading documents, cite checking, assembling materials for filing; handling telephone and in-person callers; screening and routing incoming mail and preparing correspondence. Calendars for the attorneys must be maintained, and meetings and phone conferences arranged.

The candidate will have a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; exercise good judgment; have a general knowledge of office protocols and secretarial processes; analyze and recommend practical solutions; be proficient in Microsoft Word and Adobe Acrobat; have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, and the public.

Salary will be based on qualifications and experience. Compensation includes federal employee benefits. Qualified applicants should send a cover letter, resume, and three references to: Neil Fulton, Federal Public Defender, P.O. Box 1258, Pierre, SD 57501 or via email to: Neil.Fulton@fd.org. Position will remain open until filled. The selected candidates will be subject to a background check as a condition of employment. EOE.