

# **FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA**

## **POSITION ANNOUNCEMENT**

Legal Assistant – Trial Unit

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The Federal Public Defender, District of Nevada, is accepting applications for a legal assistant position in our Trial 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. They must have excellent word processing skills, including Microsoft Word, and be able to electronically file documents in the district and appellate courts. Applicants should possess well-developed communication and organizational skills and be skilled at scheduling and calendaring deadlines. They must be able to work well under pressure in a high-volume, fast-paced environment. Legal secretarial experience in criminal defense work is preferred. Possessing a 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, December 28, 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.*