



FEDERAL PUBLIC DEFENDER  
CENTRAL DISTRICT OF ILLINOIS

***POSITION ANNOUNCEMENT***  
**LEGAL ASSISTANT**

Posted: May 15, 2026

Salary Range: \$45,409 to \$72,644

Closing date: Open until filled, preference given to applications received by May 29, 2026

Location: Springfield, IL

Duration: Permanent, full-time

The Federal Public Defender for the Central District of Illinois is accepting applications for a Legal Assistant in the Springfield office, supporting the Assistant Federal Public Defenders and staff. The Federal Public Defender's Office operates under the authority of the Criminal Justice Act 18 U.S.C. § 3006A to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel. Our office is committed to providing the highest level of representation for our clients.

**Duties.** The Legal Assistant provides legal secretarial and administrative support services and plays a key role in the smooth operation of all office functions. Primary duties include:

- Understanding and following district and circuit court rules and protocols.
- Answering and routing telephone calls and in-person callers.
- Screening and routing incoming mail and deliveries.
- Preparing written correspondence, proofreading initial drafts of documents prepared by other staff, and maintaining correspondence control records.
- Assembling copies and attachments for mailing and filing.
- Preparing outgoing mail using Stamps.com.
- Maintaining calendars: setting appointments as authorized, arranging meetings and conferences with clients, notifying staff of court dates and times, and updating any changes in the calendar.
- Opening, closing, and updating cases in Defender Data (case management system).
- Organizing electronic case files.
- Proofing, coding, filing, generating appendices, copying, binding, and dispersing appellate briefs.
- Coordinating local travel as needed for attorneys and support staff.
- Acting as point of contact for District Court, US Attorney, Probation, Bureau of Prisons, and US Marshals Service staff regarding court hearings, appointments, conference calls, etc.
- Coordinating requests for interpreters and transcripts for attorneys.
- All other administrative assistance as needed.

**Requirements.** To qualify for this position, the applicant must:

- Be a high school graduate or equivalent.
- Have at least two years of general secretarial experience plus one year of specialized legal secretarial experience. Education above the high school level may be substituted for some experience.
- Possess comprehensive knowledge of legal secretarial principles, practices, methods, and techniques
- Be committed to office confidentiality
- Be comfortable working with a diverse set of clients and their families
- Be courteous, friendly, and professional with staff and clients
- Have the ability to use general office equipment
- Be proficient in Microsoft Office (particularly Outlook, Word, and Excel) and Adobe Acrobat

- Work well independently and prioritize and multi-task effectively
- Be reliable and attentive to detail
- Have strong organization, communication (verbal and written), and collaboration skills

Spanish-language proficiency is desired but not required.

**Salary and Benefits.** Starting salary will be commensurate with experience. This position also offers full federal benefits, including:

- Federal Employees Retirement System
- Thrift Savings Plan with matching
- Health insurance
- Life insurance
- Dental and Vision insurance
- Annual leave
- Sick leave
- 11 paid holidays
- Paid Parental Leave
- Employee Assistance Program

**Conditions of employment.** Employees of the Federal Public Defender’s Office are members of the federal judicial branch of government and are considered “at will”. Applicants must be United States Citizens or authorized to work in the United States. The successful candidate will be subject to a general background check as a condition of employment and may be subject to periodic updates. Direct deposit is required for payment of compensation for employees.

**Application Instructions.** Send the following, in **one** PDF document, to:  
[ilchr@fd.org](mailto:ilchr@fd.org)

- (1) letter of interest
- (2) current and detailed resume
- (3) names and contact information for three work references
- (4) completed AO78 Application for Judicial Employment

An email confirming receipt of the application materials will be sent to all applicants. Only those selected for interviews will receive further communication. ***No telephone inquiries please.*** Costs associated with interviewing and relocation will not be reimbursed. All positions are subject to the availability of funds. For more information about our office, visit <https://ilc.fd.org>.

*The Federal Public Defender for the Central District of Illinois is an Equal Opportunity Employer.*