

**FEDERAL PUBLIC DEFENDER,
DISTRICT OF NEVADA**

POSITION ANNOUNCEMENT

Administrative Assistant - CJA Unit & Human Resources (Hybrid Position)

The Federal Public Defender, District of Nevada, is accepting applications for a full-time Administrative Assistant to provide operational support in Criminal Justice Act (CJA) panel administration and assist with human resources functions. This is a full-time position located in Las Vegas.

Requirements for CJA Administration: Assist the CJA Unit with processing payment vouchers, funding authorizations, travel authorizations, and excess fee requests, to ensure compliance with CJA and judiciary guidelines. In addition, the position requires contacting CJA counsel to determine availability for appointments and entering the appointments in the judiciary's financial management system, eVoucher.

Requirements for Human Resources Support: Assist Human Resources Counsel with recruitment and onboarding processes for staff. Prepare and process personnel actions and maintain employee records. Applicant must be able to support benefits administration, including health, retirement, and leave programs and provide general HR support to employees and management. Applicant must have the ability to manage confidential information with discretion.

Selection Criteria: Successful applicants must have strong organizational and communication skills. Bachelor's degree is preferred but not required. Experience supporting HR functions in a federal or public-sector environment and/or CJA is preferred.

How to Apply: Qualified individuals should submit a single PDF containing a letter of interest, resume, and three professional references. This position will remain open until filled. Preference will be given to those who apply by March 22, 2026. Only those selected for an interview will be contacted. Please do not call or email regarding the status of your application.

Jennifer Yim
Human Resources Counsel
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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.