

FEDERAL PUBLIC DEFENDER
Districts of South Dakota and North Dakota

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Federal Public Defender

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POSITION ANNOUNCEMENT
LEGAL ASSISTANT or SENIOR LEGAL ASSISTANT (BISMARCK)

Overview: The Federal Public Defender for the Districts of South Dakota and North Dakota seeks a Legal Assistant or Senior Legal Assistant to join our branch office in Bismarck, North Dakota. Our office provides high-quality, client-centered representation to individuals charged with federal crimes who cannot afford retained counsel, pursuant to the Criminal Justice Act.

Legal Assistants are essential members of the defense team and play a critical role in ensuring effective, ethical, and well-organized representation at every stage of a case.

Why Our Office: The Federal Public Defender for the Districts of South Dakota and North Dakota is a collegial, mission-driven office committed to excellence in indigent defense. Our practice involves serious and complex federal cases that demand precision, professionalism, and close collaboration among attorneys, investigators, paralegals, and support staff.

Legal Assistants in our office are trusted professionals who work closely with attorneys and exercise sound judgment, discretion, and initiative in supporting litigation and client needs. We value reliability, teamwork, and attention to detail, and we place a high premium on integrity and respect—for our clients and for one another.

About Bismarck: Bismarck is the capital city of North Dakota and serves as a regional hub for government, healthcare, and education. The community offers a strong quality of life, affordable housing, short commutes, and access to outdoor recreation along the Missouri River and throughout the surrounding prairie landscape.

Bismarck provides a welcoming environment for individuals and families seeking meaningful professional work in a stable, engaged community.

Position Description: The Legal Assistant or Senior Legal Assistant provides legal and administrative support to assistant federal defenders. Responsibilities include, but are not limited to:

- Drafting, typing, editing, cite-checking, and electronically filing legal pleadings and correspondence
- Maintaining attorney calendars, client files, and case-related records
- Organizing and electronically managing discovery materials
- Scheduling and coordinating meetings and court-related obligations
- Receiving, screening, and directing phone calls and correspondence
- Processing incoming mail and preparing outgoing correspondence
- Supporting attorneys in managing case workflow and deadlines

Required Qualifications: Prior experience in a law office or legal environment is preferred. The ideal candidate will be flexible, dependable, and comfortable working in a fast-paced, team-oriented setting.

Minimum qualifications include:

- High school diploma or equivalent
- Proficiency in Microsoft Word and Adobe Acrobat
- Strong organizational skills, reliability, and attention to detail
- Ability to communicate effectively and maintain confidentiality

Salary and Benefits: Starting salary is commensurate with experience and qualifications. This position falls within Judicial Pay Scale JSP-6, Step 1 (\$45,409) through JSP-9, Step 10 (\$80,243).

This is a full-time federal position offering comprehensive benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is paid via direct deposit.

Final offers of employment are contingent upon funding availability and successful completion of a background investigation. All positions are at-will.

How to Apply: Applicants should submit a **letter of interest, résumé, and three references**, combined into a single PDF to NDX_JOBS@fd.org using the subject line “**Legal Assistant Announcement 26-05**”. Applications will be reviewed on a rolling basis until the position is filled.

The Federal Public Defender for the Districts of South Dakota and North Dakota is an Equal Opportunity Employer. Women and minorities encouraged to apply.

Position Announcement #26-05