

FEDERAL DEFENDER PROGRAM

United States District Court
for the Northern District of Illinois
55 E. Monroe Street, Suite 2800
Chicago, Illinois 60603

June, 2026

Clerical/Legal Assistant Position Announcement

The Federal Defender Program for the Northern District of Illinois is now accepting applications for the position of Clerical/Legal for our Chicago office. The position is full-time and the applicant must be able to start no later than August 1, 2026. The Federal Defender Program operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide legal defense services in federal criminal cases and related matters. The Federal Defender Program is a private, non-profit 501(c)(3) corporation. Employe

The Clerical/Legal Assistant provides general office support to attorneys and comprehensive office support to all staff members. This position combines general legal assistant duties with responsibility for a multitude of tasks necessary to the efficient functioning of the office. The position covers a raft of tasks from internal case file management to off-site storage to backing up our Case Manager to court filing. The clerk also handles document reproduction and brief binding, regular inventory of supplies, facility interphase with building management, back up reception operations, phone coverage, office supplies and equipment, and mail management. The position requires communicating with clients, court staff, and other agencies (orally and in writing), calendaring, client data entry, requesting records, uploading documents, and indexing received documents. The successful candidate must be helpful, dependable, kind, and attentive to detail. Spanish language proficiency highly desired but not required.

Qualified applicants must possess: an associate's degree or greater is preferred; proficiency in Word, Excel, Adobe Acrobat PDF reader, a reliable nature and work well in a team-based environment. The applicant must have good judgment.

Salary is set by the federal Judicial Salary Plan and ranges from \$46,129 to \$77,333 annually based on experience. Good benefits apply. Appointment is subject to a satisfactory background investigation and availability of funds. Employees of the Federal Defender Program *are not* Federal Employees. Positions with the Federal Public Defender are "at will" and may be terminated with or without cause. Employees are required to use direct deposit. The Federal Defender Program is an equal opportunity employer. Women and minorities are encouraged to apply.

The application deadline is June 23, 2026. Qualified applicants should submit a cover letter and resume. All materials should be submitted as a PDF file attached to an email with the subject heading "2026 Clerical/Legal Asst. [Applicant's Last Name]" to Michael Wysopal:

michael_wysopal@fd.org

Application materials should not be sent by U.S. Mail. No telephone inquiries, please.