

**FEDERAL PUBLIC DEFENDER,
DISTRICT OF NEVADA**

**POSITION ANNOUNCEMENT
Legal Assistant/Receptionist**

The Federal Public Defender, District of Nevada, is accepting applications for a Floating Legal Assistant and Receptionist. This is a full-time position located in Las Vegas, NV.

This role is designed to provide essential administrative and legal support throughout the office. The position will divide responsibilities between two key functions: serving as a Floating Legal Assistant and managing the Reception Desk.

Requirements: The applicant must have demonstrated experience preparing, printing and binding complex legal documents, timely preparing and filing court documents, and maintaining digital and physical case files. Applicants must have experience in preparing legal documents, managing case files, and meeting strict filing deadlines. Strong proficiency in Microsoft Office and excellent word-processing skills are required. Spanish fluency is required and candidates must be able to efficiently handle incoming calls and manage a high-volume, multi-line phone system.

Selection Criteria: The successful candidate will have strong organizational and communication skills and work effectively in a team environment. Because this is a high-volume, fast-paced workplace with strict deadlines, the ideal candidate will be highly organized, able to multitask, and maintain a calm and professional demeanor under pressure. Previous legal secretarial experience and familiarity with electronic filing, case management, and calendaring is preferred. A bachelor's degree 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.