

**FEDERAL PUBLIC DEFENDER -
DISTRICT OF NEVADA**

POSITION ANNOUNCEMENT

Legal Assistant – Special Projects Unit

The Federal Public Defender, District of Nevada, is accepting applications for the position of a legal assistant in our Special Projects Unit. This is a full-time position located in Las Vegas. The Special Projects Unit litigates and advocates for clients in collaboration with other units in the office. The Special Projects Unit currently represents immigration detainees in federal habeas corpus proceedings brought under 28 U.S.C. § 2241.

Requirements: Applicants must have strong oral and written communication skills and strong interpersonal skills. Applicants must be able to handle confidential matters with discretion, exercise mature judgment, work well both independently and on teams, and work on multiple projects with deadlines simultaneously. Applicants must possess well-developed organizational skills, be able to interpret and apply procedural rules of the court, and work well under pressure in a high-volume, fast-paced environment.

Applicants must have advanced proficiency in Microsoft Office, Adobe Acrobat and Excel. The duties of this job occasionally require lifting and moving boxes that weigh up to 25 pounds. Experience in criminal defense work is preferred. Possessing a paralegal certificate or bachelor's degree is preferred. Fluency in Spanish is preferred but not required.

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 October 23, 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
Office of the Federal Public Defender
NVX_HumanResources@fd.org**

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.