

FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 14-05
CASE MANAGEMENT ASSISTANT / LEGAL ASSISTANT
TEMPORARY ASSIGNMENT

The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of Case Management Assistant/Legal Assistant, to be stationed in the Des Moines office. This position is full-time, temporary, with a term of employment of one year and a day. The Federal Public Defender, a branch of the United States Courts, operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

JOB DESCRIPTION: *Case Management Assistant.* Provides case management support services to the legal team. Responsibilities will include creating the initial case file, maintaining and processing case file information, and statistical data entry. *Legal Assistant.* Provides secretarial and clerical support to the office in areas such as preparing correspondence, transcribing dictation, editing and proofreading documents. This position requires advanced knowledge of legal terminology, word and information processing, and understanding of district and circuit court rules and procedures. Responsibilities will include front desk reception and mail duties. This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communications skills.

REQUIREMENTS AND QUALIFICATIONS: To qualify for the position, a person must be a high school graduate or the equivalent and must have a minimum of two years general and one year specialized experience. Some higher education may be substituted for general experience. Must have a working knowledge of law office operations, legal practices, methods and techniques. Applicant must be a U.S. citizen or eligible to work in the United States.

SELECTION CRITERIA: The successful applicant will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law and procedure. Preference will be given to applicants with legal secretarial or paralegal experience.

SALARY: Salary commensurate with experience. This position includes the same benefits as permanent federal government employees. Salary payable only by Electronic Funds Transfer.

BACKGROUND CHECKS: The selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until a satisfactory background check is confirmed.

APPLICATION PROCESS: Electronically submit resume and cover letter by September 17, 2014 to Denise Fest, at Denise.Fest@fd.org. **The email subject line must read:** Des Moines position announcement 14-05. Preference will be given to applications received by September 17, 2014, however position open until filled. No telephone calls please.

The Federal Public Defender is an Equal Employment Opportunity Employer.