

FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 1501
ADMINISTRATIVE ASSISTANT

The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of Administrative Assistant for its Cedar Rapids office. 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: The Administrative Assistant provides assistance to the Federal Defender or Administrative Officer in a variety of administrative matters, performing administrative duties related to policy, operations, finance, property and procurement as well as legal secretary duties.

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

SALARY: Federal Defender salary plan grades 9 - 12. 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 November 3, 2014 to Denise.Fest@fd.org. **The email subject line must read:** Cedar Rapids position announcement 1501. Preference will be given to applications received by November 3, 2014, however position open until filled. No telephone calls please.

The Federal Public Defender is an Equal Employment Opportunity Employer.