

FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 1601
LEGAL ASSISTANT

The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of Legal Assistant, to be stationed in 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. The Legal Assistant provides secretarial and clerical support to the office in areas such as preparing correspondence, transcribing dictation, editing and proofreading documents, maintaining attorneys' calendars and case files, photocopying, and other related duties as assigned. This position requires advanced knowledge of legal terminology, word and information processing, understanding of district and circuit court rules and procedures, and a high degree of attention to detail. In addition to legal assistant duties, this position is responsible for front desk telephone and reception duties.

REQUIREMENTS AND QUALIFICATIONS: High school graduate or equivalent, with a minimum of one year specialized experience as a legal assistant performing progressively responsible duties (criminal law office experience preferred) and a minimum of two years general secretarial experience. Education above the high school level may be substituted for some general experience. This position requires excellent typing, computer, and transcription skills; ability to prioritize, organize, and handle multiple tasks simultaneously; and a very high degree of attention to detail. Reception desk experience required.

SELECTION CRITERIA: In addition to meeting the position requirements and qualifications, 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 assistant or paralegal criminal law experience.

BACKGROUND CHECKS: The selected candidate will be subject to a background check as a condition of employment.

SALARY: Commensurate with experience. This is a full-time position with federal salary and benefits. Salary payable by electronic funds transfer (direct deposit) of net pay.

APPLICATION PROCESS: Electronically submit resume, three references and a cover letter by December 3, 2015 to Denise_Fest@fd.org. The email subject line **must read:** Cedar Rapids position announcement 1601. Preference will be given to applications received by December 3, 2015, however position open until filled. Only applicants considered for an interview will be contacted. No telephone calls please.

The Federal Public Defender is an Equal Employment Opportunity Employer.