

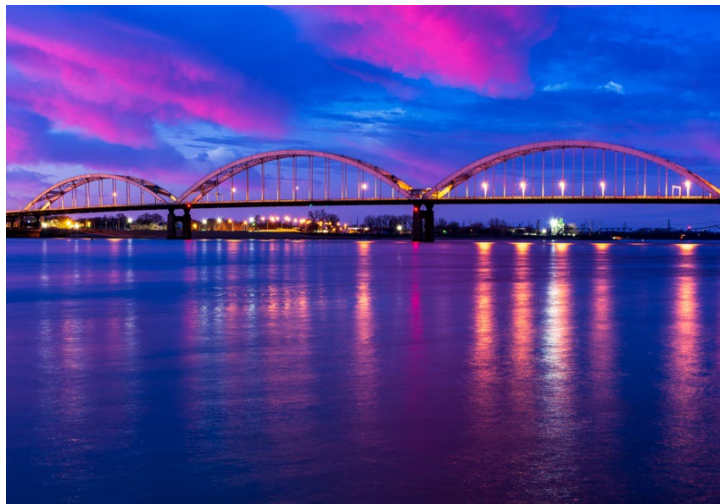


***FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa***

***POSITION ANNOUNCEMENT 2603
ASSISTANT PARALEGAL***

The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of **Assistant Paralegal** to be located at its **Davenport** office.

ABOUT US: The Federal Public Defender Office operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and



advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.

JOB DESCRIPTION: The assistant paralegal provides support services to the federal defender staff. The position is primarily responsible for the review of case-related discovery with the client at local area detention facilities and for client interviews. Frequent day travel is required, depending on the office caseload. Travel will be reimbursed when necessary. Written documentation and communication of client meetings is required.

The position also provides legal assistant support to the office in areas such as preparing correspondence, editing and proofreading documents, maintaining attorneys' calendars and case files, case preparation and other related duties as assigned. This position requires advanced knowledge of legal terminology,

understanding of district and circuit court rules and procedures, proficiency in Microsoft Office Suite and Adobe Acrobat, and the ability to prioritize, organize, and handle multiple tasks simultaneously. In addition to the aforementioned duties, this position is responsible for front desk telephone and reception duties. Strong oral and written communication skills are required. May assist with overflow or backup coverage as well.

As reflected above, this position involves varied duties and responsibilities and is well-suited for a candidate that enjoys a fast-paced environment and multi-tasking.

REQUIREMENTS AND QUALIFICATIONS: To qualify for the position of Assistant Paralegal, 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. The ability to effectively communicate with and have compassion for individuals from diverse social classes and lifestyles is required. Applicant must be a U.S. citizen or eligible to work in the United States.

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, paralegal or investigative criminal law experience.

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

SALARY AND BENEFITS: Compensation is determined by the Judicial Salary Plan, and will be commensurate with the candidate's experience, starting at JSP-9, Step 1. Federal government benefits apply, including health and life insurance, retirement, and the Thrift Savings Plan. Direct deposit of pay required.

APPLICATION PROCESS: Electronically submit resume, cover letter and three references by February 27, 2026, to megan_magner@fd.org. **The email subject line must read:** Assistant Paralegal 2603. Preference will be given to applications received by February 27, however, position will remain open until filled. Only applicants considered for an interview will be contacted. No telephone calls please. **This position is subject to funding availability.**

The Federal Public Defender is an Equal Employment Opportunity Employer