



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

***POSITION ANNOUNCEMENT 2602
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 located at its **Des Moines** 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 Legal Assistant provides secretarial and clerical support to the office in areas such as preparing correspondence, formatting, editing and proofreading documents, maintaining attorneys' calendars and case files, record keeping, processing mail, photocopying, and other related duties as assigned. In addition to legal assistant duties, this position is responsible for front desk telephone and reception duties, and other administrative tasks. This position may assist with overflow or backup coverage as well.

REQUIREMENTS AND QUALIFICATIONS: High school graduate or equivalent, with a minimum of three years of experience, to include 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 advanced knowledge of legal terminology, understanding of district and circuit court rules and procedures, proficiency in Microsoft Office Suite and Adobe Acrobat, the ability to prioritize, organize, handle multiple tasks simultaneously and a very high degree of attention to detail. Reception desk experience is 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 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 within a range of JSP-6, Step 1 to JSP-8, 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:** Legal Assistant 2602. 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.