

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

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**POSITION ANNOUNCEMENT**  
**LEGAL SECRETARY/RECEPTIONIST**

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The Office of the Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of legal secretary/receptionist for its Des Moines office. Superior typing (WordPerfect X3), computer (Windows 2000 or XP) and transcription skills, organization, communication and reception desk skills required.

**JOB DESCRIPTION:** Responsibilities include clerical duties requiring a knowledge of office clerical practices such as reception duties, typing and filing of legal and general correspondence, processing mail, maintaining Assistant Federal Defenders' calendars and case files, photocopying and other related duties as assigned. Must be able to handle multiple tasks simultaneously. In addition to legal secretary duties, this position is also responsible for front desk telephone and reception duties.

**REQUIREMENTS AND QUALIFICATIONS:** High school graduate or equivalent, with a minimum of two years general secretarial experience and one year legal secretarial experience required, criminal preferred. Familiarity with legal terminology, court rules and protocol. Proficiency in WordPerfect X3 and Windows 2000 or XP. Selected candidate will be subject to a background check as a condition of employment. Fluency in Spanish preferred.

**SALARY:** Commensurate with experience. Full federal benefits.

**SUBMIT RESUME AND COVER LETTER TO:** Denise Fest, Administrative Officer, Federal Defender's Office, 400 Locust Street, Suite 340, Des Moines, Iowa 50309. No telephone calls. Open until filled.

This position is subject to fiscal year 2009 funding.