



FEDERAL PUBLIC DEFENDER

Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 2401

ASSISTANT PARALEGAL / ADMINISTRATIVE ASSISTANT

The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for an Assistant Paralegal/Administrative Assistant to be stationed in our 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: As Administrative Assistant. Provides assistance to the Federal Defender or Administrative Officer in administrative matters regarding operations, property and procurement. The position provides legal assistant support to the office in areas such as preparing correspondence, editing and proofreading documents, maintaining attorneys' calendars and case files, 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 the aforementioned duties, this position is responsible for front desk telephone and reception duties.

As Assistant Paralegal. Provides legal support services to the Assistant Defenders and Paralegals. General duties include assisting with case preparation and file management, drafting routine pleadings and correspondence, maintaining research banks, assisting with CJA panel training, and other related duties as assigned by the legal team.

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: The ability to communicate with and have compassion for individuals from diverse social classes and lifestyles is required. To qualify for the position of Assistant Paralegal/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. 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 and administration.

BACKGROUND CHECK: 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.

SALARY AND BENEFITS: The starting salary for the position falls within a range of \$57,426 (JSP-9, step 1) to \$83,278 (JSP-12, step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience.

Benefits include health and life insurance, retirement and the Thrift Savings Plan. Some telework is offered. This position is subject to mandatory Electronic Funds Transfer payment of net pay.

HOW TO APPLY: Electronically submit cover letter, resume and a minimum of three references in a single PDF by December 4, 2023 to Denise_Fest@fd.org. The email subject line ***must read:*** Position Announcement 2401. Only applicants considered for an interview will be contacted. Position open until filled. No telephone calls please. This position is subject to funding.

The Federal Public Defender is an equal opportunity employer.



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