

**FEDERAL PUBLIC DEFENDER**  
Districts of South Dakota and North Dakota  
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**POSITION ANNOUNCEMENT  
ADMINISTRATIVE SECRETARY**

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for an Administrative Secretary in our Sioux Falls office. Our office provides high-quality representation to people charged with federal crimes who cannot afford to hire an attorney.

**Position Description:** The Administrative Secretary provides legal/secretarial support to the attorneys. Responsibilities include drafting, typing, editing, cite checking and electronic filing of legal pleadings and correspondence; maintaining attorney calendars and client files; managing, calendaring, and setting-up meetings; receiving and directing calls; screening and routing incoming mail and preparing correspondence; organization and electronic management of discovery. The Administrative Secretary also performs assigned expanded administrative duties in areas such as procurement and travel.

**Qualifications:** High school graduate or equivalent. The ideal candidate will be an effective communicator, flexible, and dependable; proficient in Microsoft Word and Adobe Acrobat; Prior law office experience is preferred. A final offer of employment is subject to funding and a background check.

**Salary/Benefits:** Starting salary commensurate with experience and qualifications. Salary is payable only by direct deposit. The position is full-time with federal benefits, including life and health insurance, retirement, and the Thrift Savings Plan.

**How to Apply:** Apply by emailing a letter of interest, resume, and three professional references in a single pdf document to **SDX\_JOBS@fd.org**. Position is open until filled with priority consideration for applicants that apply by August 20, 2022.

The Federal Public Defender for the Districts of South Dakota and North Dakota is an Equal Opportunity Employer.

Vacancy Announcement: July 20, 2022