

FEDERAL PUBLIC DEFENDER
Districts of South Dakota and North Dakota
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**POSITION ANNOUNCEMENT
LEGAL ASSISTANT**

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

Position Description: The Legal Assistant 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 both video conferencing and in-person meetings; receiving and directing calls; greeting clients and visitors to the office; screening and routing incoming mail and preparing correspondence; organization and electronic management of discovery; and other related duties as assigned.

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. A commitment to indigent defense is preferred.

Salary/Benefits: Starting salary commensurate with experience and qualifications with a range of \$43,481 to \$69,559. 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 January 19, 2023. Equal Opportunity Employer.

Vacancy Announcement: December 19, 2022