

FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA

POSITION ANNOUNCEMENT

Legal Assistant – Non-Capital Habeas Unit

The Federal Public Defender, District of Nevada, is accepting applications for a legal assistant position in our Non-Capital Habeas Unit. This is a full-time position located in Las Vegas.

The Non-Capital Habeas Unit represents state prisoners in federal habeas corpus proceedings. The Legal Assistant is critical to the day-to-day functioning of the unit and contributes to the excellent representation of incarcerated individuals throughout the state, upon which the Unit prides itself.

Applicants must have strong oral and written communication skills and strong interpersonal skills. Applicants must be able to handle confidential matters with discretion, exercise mature judgment, work well both independently and on teams, and work on multiple projects with deadlines simultaneously. Applicants must also possess well-developed organizational skills, interpret and apply procedural rules of the court, and work well under pressure in a high-volume, fast-paced environment.

Applicants must have advanced proficiency in Microsoft Office and Adobe Acrobat and be able to file documents electronically in various state and federal courts. The duties of this job occasionally requiring lifting and moving boxes that weigh up to 25 pounds.

Applicants should be willing to assist with paralegal and investigator tasks, which may include ordering records, coding files, communicating with other agencies, conducting conflict checks, and drafting trial summaries. The position offers an opportunity for growth and advancement to positions within the Unit with additional responsibility. Experience in criminal defense work is preferred. Possessing a paralegal certificate or bachelor's degree is required.

Federal salary and benefits are based upon qualifications and experience, consistent with federal guidelines and regulations. Hiring is based upon the availability of funding.

Qualified individuals may apply by forwarding a letter of interest, resume with experience described in detail, and three references in .pdf format to the attention of:

James Morgan
Human Resources Counsel
Office of the Federal Public Defender
411 E. Bonneville, Suite 250
Las Vegas, NV 89101
NVX_HumanResources@fd.org
Position Open Until Filled.

The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.