

**FEDERAL PUBLIC DEFENDER'S OFFICE
DISTRICTS OF SOUTH DAKOTA & NORTH DAKOTA**

Jason J. Tupman
Federal Public Defender

Telephone: (605) 330-4489
Fax: (605) 330-4499

**Position Announcement
LEGAL ASSISTANT
(Temporary: 1 year and 1 day)**

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for a full-time Legal Assistant in our Rapid City office. This is strictly a temporary position that will end 1 year and 1 day after the date of employment begins. The Federal Public Defender's Office for the Districts of South Dakota & North Dakota 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 meetings; receiving and directing calls; screening and routing incoming mail and preparing correspondence; organization and electronic management of discovery.

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. The pay range for a Legal Secretary is \$44,117 - \$70,578. Salary is payable only by direct deposit. The temporary 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**. Applications will be considered as they are received. Applicants are encouraged to apply as quickly as practicable.

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

Vacancy Announcement: July 22, 2024