

**FEDERAL PUBLIC DEFENDER**  
*Northern and Southern Districts of Iowa*

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**POSITION ANNOUNCEMENT 1702**  
**ADMINISTRATIVE ASSISTANT**

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The Federal Public Defender for the Northern and Southern Districts of Iowa is accepting applications for the position of Administrative Assistant for its Davenport office. The Federal Public Defender, a branch of the United States Courts, operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**JOB DESCRIPTION:** The Administrative Assistant provides assistance to the Federal Defender or Administrative Officer in administrative matters regarding policy, operations, finance, property and procurement. The position also provides legal assistant and clerical support to the office in areas such as preparing correspondence, transcribing dictation, 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.

**REQUIREMENTS AND QUALIFICATIONS:** To qualify for the position of 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 or paralegal criminal law experience, and experience in office administration.

**SALARY:** Commensurate with experience. This is a full-time position with federal salary and benefits. Salary payable by electronic funds transfer of net pay.

**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.

**APPLICATION PROCESS:** Electronically submit resume and cover letter by August 21, 2017 to [Denise\\_Fest@fd.org](mailto:Denise_Fest@fd.org). **The email subject line must read:** Davenport position announcement 1702. Preference will be given to applications received by August 21, 2017, however position open until filled. Only applicants considered for an interview will be contacted. No telephone calls please.

*The Federal Public Defender is an Equal Employment Opportunity Employer*