POSITION ANNOUNCEMENT

CASE MANAGEMENT ASSISTANT

POSITION #: 2014-5-CASE MANAGEMENT ASSISTANT – TACOMA, WA
ANNOUNCED: October 2, 2014
CLOSES: Priority Given to Applications Received by October 24, 2014

The Federal Public Defender Office for the Western District of Washington is seeking a full-time Case Management Assistant for our Tacoma office. This job is a full-time position and is contingent on federal funding. The Federal Public Defender Office provides quality defense services in federal criminal cases and related matters in the federal courts. Further information about the office is available at http://waw.fd.org.

Applicants must be high school graduates (or equivalent) and have at least two years of office experience, preferably in a law office. Duties include, but are not limited to, opening and closing case files, entering case information into defenderData, preparing statistical and case reports, and maintaining archived closed files, both on and off site. Experience can be substituted as outlined in the attached job description. Spanish fluency is a plus as is administrative, legal and/or clerical experience. Computer proficiency, excellent communication and interpersonal skills, and the ability to work in a fast paced office is a must.

The salary range is $33,747 to $66,063. Salary will be based on qualifications, experience and education. Federal benefits apply. The position is subject to mandatory Electronic Funds Transfer (direct deposit). Employment will be considered provisional pending the successful outcome of a background fingerprint check.

Qualified persons may apply by submitting a letter of interest, resume and two work references (including names, addresses and telephone numbers) to the following e-mail address:

wawpersonnel@fd.org

NO INQUIRIES PLEASE.
The Federal Public Defender is an Equal Opportunity Employer.
Women & Minorities are Encouraged to Apply.