The Office of the Federal Public Defender for the Western District of Michigan is accepting applications for the position of Legal Assistant for the Grand Rapids office. The Federal Public Defender provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

The Legal Assistant will provide full-time support to staff attorneys, including, but not limited to, typing and filing of legal materials and general correspondence, record keeping, maintaining attorney calendars and case files, and general clerical duties such as photocopying and answering phones. Applicants must be able to handle multiple tasks and abide by confidentiality policies such as the attorney / client privilege.

A successful applicant must have earned a high school diploma or equivalent. A minimum of two years secretarial experience is preferred. Vocational / educational courses above the high school level may be substituted for some experience. Strong computer skills required. An applicant must be able to type 60 wpm and be proficient in Microsoft Word. Applicants must possess excellent communication skills, be dependable, organized, attentive to detail, and be able to work independently. Personal integrity is essential.

Starting salary range of $35,609 to $43,823 depending on experience. The position includes Federal benefits. Employment is at will. An FBI background check is required. Please send a resume with cover letter and references to:

Melissa Rabidoux
Federal Public Defender Office
50 Louis NW, Ste. 300
Grand Rapids, MI 49503

Applications accepted until March 20, 2015.
No telephone inquiries please.

The Federal Public Defender is an Equal Opportunity Employer.