POSITION ANNOUNCEMENT
PART-TIME
RECEPTIONIST/CLERICAL ASSISTANT

Federal Defenders of the Middle District of Georgia, Inc. (FDMDGA), a Community Defender Organization, is accepting applications for a Part-time Receptionist/Clerical Assistant for our headquarters office located in Macon, Georgia. This position is a mixed function position. FDMDGA is a nonprofit corporation, funded by the Administrative Office of the United States Courts. The organization is not an agency of the federal government and staff members are not federal employees. The position supports the representation of those charged with criminal offenses and in ancillary matters in the United States District Court, the United States Court of Appeals for the Eleventh Circuit and the United States Supreme Court who are financially unable to retain counsel.

EXPERIENCE AND QUALIFICATIONS: To qualify for the position of Receptionist/Clerical Assistant, a person must be a high school graduate or the equivalent. The Receptionist/Clerical Assistant provides front-desk and clerical support service to the staff of FDMDGA. The job requirements are representative of knowledge, skills, and/or abilities necessary to perform the primary job duties as listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bilingual (English-Spanish) fluency is a plus.

Experience that provides evidence the individual has general knowledge of legal secretarial principles, practices, methods and techniques; an understanding of administrative and secretarial duties in a legal environment; experience as a secretary or legal assistant performing progressively responsible duties; the skills and ability to execute the duties of the position; a general understanding of office confidentiality issues including attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; the ability to exercise good judgment in a mature and diplomatic manner; the ability to communicate orally and in writing; a general knowledge of office practices and secretarial processes; experience with computers, including word processing and database usage. Experience in a legal environment that would provide knowledge of legal terminology, formats, and procedures.

The salary range for this position is $31,944 - $39,570 depending on experience. An attractive benefits package is offered as well. Final hiring is contingent upon the appropriation of funding and consultation with the funding source. Applications must be postmarked by April 15, 2015. Qualified persons should apply by submitting a letter of interest, including three (3) references and resume to:

Christina L. Hunt
Interim Executive Director
Federal Defenders of the Middle District of Georgia, Inc.
440 Martin Luther King Jr. Blvd., Suite 400
Macon, Georgia 31201

NO TELEPHONE OR E-MAIL INQUIRIES, PLEASE.

The Federal Defenders of the Middle District of Georgia is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide defense services in federal criminal cases related matters in the federal courts.
PRIMARY JOB DUTIES

1. Receives, screens, and refers or directs telephone calls. Answers general inquiries and provides information according to available reference material. Possesses basic knowledge of the legal process and legal terminology and knowledge of office practices and procedures. Understands and exercises care regarding attorney/client privilege and confidentiality.


3. Records and distributes telephone or in-person messages to personnel who are unavailable. Determines urgency of messages and seeks appropriate action. Determines exceptions to requests for no interruptions.

4. Furnishes information to clients, members of the general public, court personnel, and the bar regarding staff availability and/or court schedules. Answers general inquiries.

5. Screens collect telephone calls from incarcerated defendants and the general public’s requests for assistance. Directs calls appropriately.

6. Assists with word processing tasks and assignments. Types memoranda, correspondence, reports and other documents. Retrieves, formats and revises documents. Assists in recording statistical data.

7. Operates the facsimile machine, copier and other shared office equipment. Routes incoming facsimile transmissions. Assists other staff members in use of machines.

8. Places overseas calls, arranges conference calls and fully utilizes communication features available through the office telecommunication system, GSA or other local telephone service provider.

9. Receives and routes incoming mail and deliveries. Arranges for courier or express mail service. Oversees outgoing mail.

10. Organizes the file room; ensures that files are properly closed and stored. Retrieves files as requested. Maintains records and inventories on closed files.

11. Performs all other duties assigned.