

LEGAL SECRETARY

Federal Public Defender Office seeks secretary for its Boston location. Strong computer skills required, along with excellent grammar and spelling skills, and the ability to type 50 wpm. Must possess good communication skills, be dependable, organized, and able to work well with others, as well as independently. Must possess initiative and discretion. Previous secretarial experience is required. Secretarial experience in criminal law and proficiency in Spanish preferred, but not required.

Send resume and covering letter to the Federal Defender Office, 408 Atlantic Avenue, 3rd Floor, Boston, MA 02110 by July 20, 2009.

Equal Opportunity Employer