

POSITION ANNOUNCEMENT 09-08

Legal Secretary or Clerical Assistant Office of the Federal Public Defender Western District of Texas — El Paso

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of legal secretary or clerical assistant, to be stationed in the El Paso branch office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

LEGAL SECRETARY

Requirements. To qualify for entry level legal secretary, a person must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience; some higher education may be substituted for experience. Personal-computer skills, advanced word-processing skills, and Spanish-language fluency are required; law-office experience is preferred.

Duties. Primary duties of the legal secretary include heavy word-processing, record keeping, filing, photocopying, routing mail, answering and routing telephone and intercom calls, running documents to the courthouse, and other duties as assigned. The full Position Qualifications Statements and Position Description is available for inspection in this office.

Salary and Benefits. The starting salary for the position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP-6, Step 1, to JSP-8, Step 1, currently yielding \$34,300 to \$42,214 per annum.

CLERICAL ASSISTANT

Requirements. To qualify for entry level clerical assistant, a person must be a high school graduate or equivalent and have at least one year of general experience; some higher education may be substituted for experience. Personal-computer skills, advanced word-processing skills, and Spanish-language fluency are required; law-office experience is preferred.

Duties. Primary duties of the clerical assistant include answering and routing telephone and intercom calls, taking and delivering messages, receiving visitors, photocopying, word processing, file room maintenance, running documents to the

courthouse, and other duties as assigned. The full Position Qualifications Statement and Position Description is available for inspection in this office.

Salary and Benefits. The starting salary for the clerical assistant position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP-4, Step 1, to JSP-7, Step 1, currently yielding \$27,504 to \$38,117 per annum.

ALL POSITIONS

These positions are in the excepted service and do not carry the tenure rights of the competitive Civil Service. Employment is subject to a satisfactory background investigation including an FBI fingerprint check. The positions do include regular government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by sending a letter of interest (mentioning announcement number 09-08) and résumé to: Henry J. Bemporad, Federal Public Defender, Western District of Texas, 700 E. San Antonio Avenue, Suite D-401, El Paso, Texas 79901-7020. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Susan Andrade at (210) 472-6700. More than one position may be filled from this announcement. Positions announced June 15, 2009; open until filled.

The Federal Public Defender is an equal-opportunity employer.