

Federal Defenders of West Michigan

Position Announcement Legal Secretary

The Federal Public Defender for the Western District of Michigan is accepting applications for the position of Legal Secretary. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006(A), and provides criminal defense services to individuals charged with federal crimes who cannot afford to hire a lawyer.

The Legal Secretary 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. Applicant must be able to handle multiple tasks and abide by office 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 WordPerfect. 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 \$34,907 to \$42,960 depending on experience. Federal benefits. Background check is required. Please send a resume with cover letter and references to:

Ray Kent
Federal Public Defender
50 Louis NW, Ste. 500
Grand Rapids, MI 49503-2633

Applications accepted until February 12, 2010.
No telephone inquiries please.

The Federal Public Defender is an Equal Opportunity Employer.