

POSITION ANNOUNCEMENT

for

**LEGAL ASSISTANT**

**Office of the Federal Public Defender**

Seaside Bank, Suite 300  
201 South Orange Avenue  
Orlando, Florida 32801

Title of Position: Legal Assistant

**Starting** Grade: DOCS 6

**Starting** Salary: \$34,907

Position Requirements:

Minimum of one year legal experience in criminal law, computer skills necessary, proficiency in WordPerfect for Windows essential, knowledge of federal court system or criminal process preferred. Candidates must possess good communication skills and be pleasant, dependable, enterprising and responsible. Education above the high school level may be substituted for some experience.

Duties:

Function as Legal Assistant to Assistant Federal Public Defenders of the Middle District of Florida in the Orlando office with varied legal and support responsibilities. Testing and references required.

**Send Resume, Three References and Writing Sample to:**

Federal Public Defender  
Attn: Martha Lugo  
Park Tower, Suite 2700  
400 N. Tampa Street  
Tampa, FL 33602

Applications will be accepted through September 10, 2010.

The FPD's office is a branch of the Administrative Office of the United States Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide defense services in federal criminal cases and related matters in the federal courts. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment.

Announced - 9/1/10