

FEDERAL PUBLIC DEFENDER DISTRICT OF PUERTO RICO

Position Announcement # 2017-01

CASE MANAGEMENT ASSISTANT

The office of the Federal Public Defender, District of Puerto Rico, is accepting applications for a full-time Case Management Assistant. The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters upon appointment by a U.S. Court.

JOB DESCRIPTION:

The Case Management Assistant will be responsible for providing day-to-day duties requiring knowledge of criminal law office practices, including but not limited to: opening and closing cases in data system, updating case files in data system, prepare statistical reports of cases, submitting reports on cases and timekeeping, typing, handling the mail meter and keeping records of expenses. Will perform other related duties, as assigned.

REQUIREMENTS & QUALIFICATIONS:

To qualify candidate must be a high school graduate and have at least two (2) year experience in criminal legal matters, and the legal office principles, practices, methods and techniques. Enthusiastic and detail-oriented person with high proficiency in Microsoft Office (Word, Excel, Power Point), LotusNotes, Defender Data, CMS, and Internet Explorer. Must be able to handle multiple tasks. Bi-lingual in English and Spanish is a must given the make-up of the FPD-PR client base.

SALARY & BENEFITS:

The starting salary is commensurate with experience, qualifications and education. Entry Level is Judiciary Schedule Plan (JSP) 5/1 (\$32,318) plus 4.08% Cost of Living Adjustment (COLA), with promotion potential to Judiciary Schedule Plan (JSP) 9/1 (\$48,968). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position includes regular U.S. Government employment benefits, including annual leave according to years of service, sick leave, health and life insurance, and a retirement system. Salary is payable only by Electronic Funds Transfer (direct deposit). Proof of United States citizenship and other employment eligibility is required.

APPLICATION PROCEDURES:

Interested candidates must submit their application in **PDF Format** to include a cover letter and current resume in English on or before *November 25, 2016* to:

*Federal Public Defender District of Puerto Rico
Selection Committee*

at candy_d_carbaugh@fd.org

Personal and facsimile submissions will not be accepted. Incomplete or improperly submitted applications will not be considered. This position is contingent upon availability of funds. Successful candidate will be subject to a background check as a condition of employment. Relocation allowances will not be paid.

**The Federal Public Defender for the District of Puerto Rico
Is an Equal Opportunity employer**