

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

**JOB ANNOUNCEMENT
CAPITAL HABEAS UNIT**

CLERICAL ASSISTANT
(One Position)
Posting Code 600400-16

The Capital Habeas Unit (CHU) of the Federal Community Defender Office for the Eastern District of Pennsylvania has a vacancy for a Clerical Assistant. The Unit represents death-sentenced prisoners in all stages of federal habeas corpus proceedings.

Responsibilities: The Clerical Assistant performs a variety of clerical duties including, but not limited to, scanning/photocopying and organizing a high volume of materials for legal staff, sending and receiving facsimile transmissions, filing, receiving and distributing mail, assisting with office inventories, receiving deliveries from outside suppliers, stocking supplies, preparing supply requests and orders as directed; assisting with court filings; making deliveries to various court agencies and law offices; assisting with organizing the file room; providing clerical support to training programs and seminars; and performing such administrative clerical duties, including receptionist back-up work, as are needed.

Requirements: Applicants must possess a comprehensive knowledge of office clerical practice, methods and techniques and experience in a legal environment performing clerical and/or administrative duties; must have experience related to processing files and legal documents, maintaining mail, photocopy and facsimile equipment; must possess solid organizational, interpersonal and communication skills; must be detail oriented, able to work well with others and efficiently handle multiple and simultaneous projects; and possess mature judgment and ability to handle confidential matters discreetly. Computer/scanning literacy is required. Fluency in Spanish is helpful. The position requires that the incumbent occasionally lift and/or move up to 25 pounds.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

Interested applicants should submit a cover letter and resume to Barbara McCrowell, Personnel Administrator, via e-mail at EmploymentPAE@fd.org, or by regular mail to FCDO, 601 Walnut Street, Suite 540 West, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis until the position is filled.

The Federal Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.
The office offers a non-smoking environment.