

Secretary to the Federal Public Defender

The Federal Public Defender Office for the Districts of MA/NH/RI is accepting applications for a secretary to the Federal Public Defender.

This position provides executive level secretarial and administrative support to the Federal Public Defender and the First Assistant Federal Public Defender. The position requires at least three years of legal and/or executive secretarial experience, as well as proficiency with MS Word, Adobe, and Excel.

Duties also include: maintaining the Defender's schedule, assisting in planning meetings and conferences, and arranging the Defender's official travel.

Applicants must be self-motivated, attentive to detail, and capable of working in a fast-paced law office environment.

Please send covering letter and resume by June 18, 2018, to Federal Public Defender Office, 51 Sleeper Street, 5th Floor, Boston, MA 02210, Attn.: FPD secretary ad or via email to HRBoston@fd.org

EQUAL OPPORTUNITY EMPLOYER