

FEDERAL PUBLIC DEFENDER DISTRICT OF PUERTO RICO

Position Announcement # 2018-03

LEGAL SECRETARY

The office of the Federal Public Defender, District of Puerto Rico, is accepting applications for a full-time Legal Secretary. 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:

General Experience: The Legal Secretary provides legal secretarial and clerical support to four or more attorneys; maintain attorney's calendars of court setting and filing deadlines; answer general telephone inquiries regarding attorney's activities; maintain attorneys' case files; type legal documents, briefs and general correspondence using Word (including formatting, proofreading, and editing as directed); review outgoing documents for accuracy; compose routine general correspondence; perform conflict checks; filing; photocopying, routine mail and other duties as assigned.

Specialized Experience: The Legal Secretary must have a comprehensive knowledge of legal secretarial principles, practices, methods and techniques; the ability to identify and evaluate pertinent facts and regulations, policies and precedents; skill and judgment in the analysis of assignments; and understanding of administrative and secretarial duties in a legal environment; experience as a secretary or legal secretary performing progressively responsible duties and the skills and ability to execute the duties of the position.

REQUIREMENTS & QUALIFICATIONS:

To qualify candidate must be a high school graduate or the equivalent and have at least two (2) years of general experience and one (1) year of specialized experience as outlined in the Legal Secretary Job Description above; some higher education may be substituted for experience. Enthusiastic and detail-oriented person with high proficiency in Microsoft Office (Word, Excel, Power Point), must be able to handle multiple tasks; knowledge of electronic case filing (CM/ECF) skills is a plus. Bi-lingual in English and Spanish is necessary given the make-up of the FPD-PR client base.

SALARY & BENEFITS:

The starting salary is commensurate with experience and qualifications of the applicant. Entry level is JSP-6 with promotion potential to JSP-8 and Cost of Living Adjustment (COLA). 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:

Qualified candidates may apply by submitting in **PDF Format** a letter of interest and current resume in English by June 4, 2018 to:

*Federal Public Defender District of Puerto Rico
Selection Committee*

at candy_d_carbaugh@fd.org

Personal and facsimile submissions will not be accepted, walk-ins will not be attended, prior to interview process. 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. This announcement will open until position is filled.

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