POSITION ANNOUNCEMENT
Case Management Assistant
2019-05

The Federal Public Defender office for the District of New Mexico is accepting applications for a Case Management Assistant position to be stationed in the branch office in Las Cruces, NM. Federal salary and benefits apply.

Minimum qualifications are high school graduate or equivalent and at least two years general experience, legal or federal criminal experience preferred. Starting salary ranges from a JSP-5 to JSP-9, currently yielding $33,949 to $51,440 annually depending on experience.

This position provides a multitude of clerical support services to the attorneys and staff. Job duties include but are not limited to: opening and closing cases in case management system as well as creating and managing physical files; inputting client information into database; running conflict checks on all incoming cases; notifying Court of case assignments; providing daily entries and updates of case management system and tracking/entering time entries, daily downloading from electronic case filing system; maintain case files; analyze, organize and prepare new cases for assignment to attorneys; maintain cross reference system; prepare reports as required. This position is also a primary back up to the receptionist and will assist the legal support staff as directed. Duties also include screening and referring telephone calls and visitors; screening incoming mail; reviewing outgoing mail for accuracy; handling routine matters as authorized. All other duties as assigned.

The ideal candidate will have a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; exercise good judgment; have a general knowledge of office protocols and processes; analyze and recommend practical solutions; be proficient in WordPerfect, Microsoft Word and Adobe Acrobat; have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, and the public; and have an interest in indigent criminal defense. Knowledge of case management systems preferred. Must possess excellent communication and interpersonal skills, and be self-motivated while also excelling in a fast paced team environment. This position requires proficiency and coverage in many different areas. Selected applicant must be willing to float amongst support staff duties, be extremely proficient at multitasking, and be willing to perform any required function to ensure office coverage. Spanish fluency required. Selected applicant will be subject to a background investigation.


In one PDF document, please e-mail your résumé with cover letter and 3 references to:

Melissa Read, Administrative Officer
FDNM-HR@fd.org
Reference 2019-05 in the subject.

Applications must be received by August 26, 2019. Positions will remain open until filled and are subject to the availability of funding.

No phone calls please. Submissions not following this format will not be considered.
Only those selected for interview will be contacted.