

**Federal Public Defender Office
Middle District of Florida**

Position Title: Legal Assistant #2020-010

Duty Station: Jacksonville, Florida

Description/Qualifications: The Legal Assistant provides secretarial and clerical support services to the office's attorneys. The Legal Assistant's duties include, but are not limited to: transcription, editing, and proofreading of draft correspondence, motions and briefs, utilizing their knowledge of legal terminology; preparation of pleading indexes; maintaining client files, case history and case management; maintaining court, office main calendar and attorney calendars; scheduling meetings between attorneys and clients; and receiving and routing incoming and outgoing mail. Legal Assistant's responsibilities also include receptionist duties, communicating with clients, electronic document filing, library / file room maintenance, photocopying, scanning and other related duties as assigned. To qualify for this position, a person must be high school graduate or equivalent, with a minimum of two years general secretarial experience and one year specialized legal secretarial experience (criminal preferred). Education above the high school level may be substituted for some experience. Candidates should possess proficiency in word processing, the ability to type accurately at a preferred minimum rate of 60 wpm, knowledge of legal terminology, excellent communication skills, and a professional demeanor. Final candidates will be subject to a typing and written skills test. *Bi-lingual Spanish is preferred but not required.*

Additional Experience and Proven Skills in the following areas:

- Broad familiarity with computer programs and/or systems (including Word, Adobe, Outlook, Power Point, Excel, etc.), computer hardware and software, and familiarity with using the Internet is highly desirable;
- Knowledge of the criminal justice system preferred;
- The ability to exercise good judgment in a mature and diplomatic manner;
- Must possess a general understanding of office confidentiality issues, such as attorney/client privilege;
- A comprehensive knowledge of legal secretarial principles, practices, methods and techniques;
- The ability to identify and evaluate pertinent facts and regulations, policies and procedures;
- Skill and judgment in the analysis of assignments;

Grade/Salary Range: Grade 6 - Grade 8. \$37,843- \$60,543, dependent upon the availability of Federal funds

The position is open until filled. Interviews for this position will begin on or after March 23, 2020. More than one position may be filled from this posting. Send PDF format of a cover letter, a resume and names of three professional references via email to:

**Federal Public Defender Office
Martha Lugo, Personnel Administrator - martha_lugo@fd.org**

All emailed documents must be in PDF format. Documents emailed in Word/WP, HTML, TIFF or links to web sites will not be considered. Phone inquiries can be directed to Personnel Administrator, Martha Lugo at (813) 514-4215.

The Federal Defender's Office (FDO) is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is based on Experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation; therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Personnel Administrator, Martha Lugo at (813) 514-4215. The decision on granting reasonable accommodations will be made on a case by case basis.

POSTING DATE: March 4, 2020, open until filled