

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

Position Title: Clerical Assistant (Temporary) – Capital Habeas Unit #2021-002
Duty Station: Tampa, Florida

The Federal Public Defender for the Middle District of Florida is accepting applications for the position of Clerical Assistant for the Capital Habeas Unit. The Capital Habeas Unit represents state death sentenced individuals in federal habeas proceedings. This position is a temporary position that will last 4 months and will not renew after August 31, 2021.

Duties: The Clerical Assistant will offer full-time scanning assistance to organize and develop case files. CHU cases encompass all records from several different levels of court proceedings and oftentimes several different attorneys representing the client at different times. The Clerical Assistant will be responsible for scanning all files. Other basic duties may include indexing, word-processing, record keeping, photocopying, and routing mail.

Qualifications: To qualify for this position, a person must be high school graduate or equivalent, with a minimum of one year general secretarial experience. Education above the high school level may be substituted for some experience. Must possess a general understanding of office confidentiality issues, such as attorney/client privilege. Attention to detail and the ability to focus for long periods of time are requirements. A reliable vehicle and a valid driver's license is required, as some local travel may be necessary. Ability to work long hours, weekends and holidays as needed.

A successful candidate will possess excellent communication and interpersonal skills and will be self-motivated and capable of working independently. The successful candidate will also have a demonstrated work history of dependability and responsibility, and the ability to be a team player. Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

Grade/Salary Range: Grade 4 - Grade 7. \$31,520 - \$56,790, dependent upon the availability of Federal funds

To apply: 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. 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 12, 2021

CLOSING DATE: Until filled but we anticipate interviews beginning April 7, 2021.