

OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF TENNESSEE

Vacancy Announcement

Administrative Assistant

(Temporary: 1 year and 1 day)

Office of the Federal Public Defender, 810 Broadway, #200, Nashville, Tennessee

Application Deadline: Open until filled, with preference to applicants who apply by May 17, 2024.

Position No. 2024-09

The Federal Public Defender for the Middle District of Tennessee is accepting applications for a temporary full-time Administrative Assistant.

THE OPPORTUNITY

We seek a full-time Administrative Assistant for a temporary position (1 year and 1 day) with a possibility of extension or conversion to a permanent position, dependent on the budget and staffing allocation.

The Administrative Assistant will perform general office tasks and assist primarily in the area of Space and Facilities, assisting with the coordination of an office construction project and preparation for an upcoming office move.

The applicant must understand office confidentiality issues, such as attorney/client privilege, and the ability to exercise good judgment in a mature and diplomatic manner. The successful candidate must be able to work independently, be flexible, follow directions well, and take initiative. The position requires someone who can organize and handle large scanning projects. The position requires the ability to assist with researching items for purchase and assist with the disposal of inventory following the appropriate judiciary guidelines.

REQUIREMENTS

To qualify, a person must be a high school graduate or the equivalent and have at least 2 years of office experience. The applicant should have good technical skills, the ability to prioritize and organize, and should be proficient with Microsoft Office applications.

Our preferred applicant will have the ability to lift and move up to 25 lbs. and the ability to frequently stand, walk, and reach with hands and arms. Most of the time will be spent in an office environment, but some office errands may be necessary.

CONDITIONS OF EMPLOYMENT

The selected candidate will be subject to a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees, serve at the pleasure of the Defender, and are not covered by the Civil Service Reform Act.

In line with current appropriations law, applicants must be citizens of the United States or permanent

residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

SALARY AND COMPENSATION

Salary is payable only by direct deposit. Salary range is JSP grade 9 (\$59,966 to \$77,955), dependent on experience. Benefits include health and life insurance, and the Thrift Savings Plan. For additional information on benefits, see <http://www.uscourts.gov/careers/benefits>.

TO APPLY

To apply, combine the following documents in a single Adobe PDF and email to TNM_HR@fd.org with the subject line "**Admin Assistant - temp**":

- a brief cover letter explaining your interest in the position and your qualifications,
- a resume, and
- three references including contact information.

Applicants not complying with instructions may not be considered. No phone calls, please. Applications will be considered as they are submitted. We reserve the right to close the posting at any time. Position is open until filled with preference given to applications received by May 17, 2024.

The Office of the Federal Public Defender for the Middle District of Tennessee is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

