

**FEDERAL PUBLIC DEFENDER
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

POSITION ANNOUNCEMENT

CASE MANAGEMENT ASSISTANT

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for the position of Case Management Assistant for the Muskogee office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Job Description and Qualifications: The Case Management Assistant will be responsible for providing day-to-day office duties requiring knowledge of criminal law office practices, including but not limited to typing, filing, opening and closing case files, organizing case files, photocopying legal documents, routing mail, prepare reports for Defender on staff attorney case loads, answer and route telephone calls, and perform all other duties assigned.

The Case Management Assistant must be a detail-oriented person with high proficiency in Windows 10 and Microsoft Office 365. Requires 2 years experience with some legal experience preferred. High school graduate or equivalent.

Salary: This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

How to Apply: To be considered for this position, qualified persons may apply by emailing a letter of interest, resume, and three references in a single .pdf document to Julia O'Connell, Federal Public Defender at oknresumes@fd.org.

**MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT.
APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.**

The Federal Public Defender is an Equal Opportunity Employer