

FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF MISSOURI
1000 WALNUT, SUITE 600
KANSAS CITY, MO 64106

LAINE CARDARELLA
FEDERAL PUBLIC DEFENDER

Office: (816) 471-8282
Fax: (816) 471-8008
Web: www.mow.fد.org

Position Announcement

Position: **CLERICAL ASSISTANT**

Location: **901 E. St. Louis Street, Springfield, MO**

Deadline: **Open Until Filled**

Posted: **April 17, 2024**

Who We Are: We work to keep people who are charged with federal crimes out of prison. Our clients are people who cannot afford private counsel. We take a holistic approach, designed to protect our clients' rights, and center their humanity at every stage of the criminal case. The Western Missouri FPD is a high-energy workplace that promotes diversity, collaboration, and fairness.

Who You Are: You have graduated from high school or have an equivalency certificate. You have good communication skills, demonstrate patience, and enjoy helping others. You deal with others in a mature and diplomatic manner. You can deal with many different types of people from a variety of backgrounds and experiences. You are comfortable with computers and phones, and are willing to learn the programs and equipment we use in our office.

What You'll Do: The Clerical Assistant will be stationed in our Springfield office. **This is not a remote position.**

In general, the ideal candidate will demonstrate capability and qualifications in the following areas:

- Be the first to communicate with anyone visiting or calling our office.
- Quickly and professionally determine what a caller needs, transfer the call to the appropriate person if needed.
- Receive and route incoming mail and deliveries. Arrange for courier or express mail service. Oversee outgoing mail. Inventory, distribute or store items received.
- Organize the file room; ensure that files are properly stored. Retrieve files as requested.
- Ensure that adequate office supplies are on hand. Maintain records and inventories of office supplies.
- Operate the facsimile machine, copier, and other shared office equipment. Route incoming facsimile transmissions.
- Make deliveries to various court agencies and law firms.
- Other duties as assigned.

Salary and Benefit Details: The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$35,373 (JSP-4 Step 1) to \$49,024 (JSP-7, Step 1) per annum based on the Judiciary Salary Plan. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The selected candidate will be subject to an FBI fingerprint check as a condition of employment.

Equal Opportunity Employer: The Federal Public Defender for the Western District of Missouri is an equal opportunity employer. No personnel actions or practices (including hiring, termination, promotion, demotion, advancement, or terms and conditions of employment) are based on an individual's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status.

Apply Now: Please send your letter of interest, resume, and three professional references in a single pdf document to MOW_Jobs1@fd.org. Preference will be given to resumes received by May 16, 2024. No phone calls please. This position is subject to funding.