

OFFICE OF THE
FEDERAL DEFENDER
District of Minnesota

POSITION ANNOUNCEMENT
LEGAL ASSISTANT
Open until filled

The Office of the Federal Defender for the District of Minnesota is accepting applications for the position of Legal Assistant. The Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the federal court to individuals unable to afford counsel.

- Duties:** This position is stationed at the front desk of the office. Responsibilities include primary receptionist duties of greeting clients and visitors in person; answering telephone calls and routing calls to the appropriate person; processing mail and receiving incoming deliveries. Responsibilities include providing legal assistant support to Assistant Federal Defenders; maintain attorneys' calendars of court hearings and filing deadlines; type legal documents, briefs, and general correspondence using Word; electronic document filing; maintain attorneys' case files; electronic management of discovery; travel arrangements and other related duties as assigned.
- Experience:** High school graduate or equivalent, with a minimum of two years general secretarial experience and one year specialized legal assistant experience (criminal preferred). Education above the high school level may be substituted for some experience. Candidates may be subject to a typing and/or skills test.
- Skills:** Candidates must possess excellent interpersonal and communication skills, proficiency in word processing (Word preferred) and strong typing skills (70+ wpm preferred), strong proofreading skills, the ability to prioritize, multitask and work well under pressure, work well in teams, demonstrate an interest in indigent defense, have excellent organizational skills, and familiarity with legal terminology.
- Hours:** 8:30 - 5:00 Monday - Friday
- Salary:** Commensurate with qualifications and experience. Position is full-time with benefits. The position is in the excepted service and is not covered by the Civil Service Reform Act. Direct deposit is mandatory. Selected candidate will be subject to a background check as a condition of employment.
- Apply:** To apply send a letter of interest, resume, typing speed and references to:

Sandy Krattley, Administrative Officer
Suite 107, U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
sandy_krattley@fd.org

Equal Opportunity Employer