POSITION ANNOUNCEMENT

POSITION #: 2019-03-RECEPTIONIST
ANNOUNCED: April 25, 2019
CLOSES: When Filled

The Federal Public Defender Office for the Western District of Washington is accepting applications for a full-time Receptionist to work in our downtown Seattle office. Office hours for this position are Mondays through Fridays, 8 a.m. to 5:00 p.m. This position offers an opportunity to work in a fast-paced, challenging, diverse and team-oriented environment.

Responsibilities. Primary responsibilities include: answering phone calls, greeting visitors, paging staff, relaying important messages and information; maintaining staff sign-out sheets; operating fax machines, scanners, copiers and other office equipment; handling mail and packages; assisting with correspondence and court documents, and providing administrative support for attorneys and staff. The Receptionist often represents the first impression our clients, visitors and public will have of our office.

Ideal Candidate. The ideal candidate has strong customer service skills, proven dependability, excellent communication, and a desire to learn. We are looking for a motivated, cheerful and hard-working individual. Qualifications include the ability to work under pressure, use Word, Adobe Acrobat and Excel and follow directions. A high-school diploma or a GED is required. Only U.S. citizens and permanent resident aliens actively seeking U.S. citizenship can work for the federal government. Additional preferred experience and skills include; skill in properly answering and directing office calls, work experience in a law office or court, and Spanish language fluency.

Salary and Benefits. This full-time position provides federal benefits such as health and life insurance, paid vacations and holidays, retirement benefits, Thrift Savings Plan and ORCA commuter pass. Starting salary range is $36,993 to $45,823 with the potential for advancement. Salary is payable only by Electronic Funds Transfer (direct deposit). Salary is based on qualifications, experience and education. The position is contingent on the availability of federal funding and employment will be provisional pending the successful outcome of a background fingerprint check.

How to Apply. Interested candidates are encouraged to apply by submitting a letter of interest, resume and two work references (including names, addresses and telephone numbers) to:

Michael Filipovic
Federal Public Defender
Attn: Human Resources
wawpersonnel@fd.org

Our office provides quality legal defense representation of indigent persons charged with criminal offenses or involved in post-conviction proceedings in the United States District Court and United States Court of Appeals for the Ninth Circuit. Further information about our office is available at http://waw.fd.org.

NO TELEPHONE OR EMAIL INQUIRIES PLEASE.
The Federal Public Defender is an equal opportunity employer and values diversity in the work place.