

**POSITION ANNOUNCEMENT
LEGAL ASSISTANT**

Federal Defenders of the Middle District of Georgia, Inc. (FDMDGA) is seeking applications to fill a Legal Assistant position for its Main office in Macon, GA. FDMDGA is a nonprofit corporation, funded by the Administrative Office of the United States Courts. The organization is not an agency of the federal government and staff members are not federal employees.

This office represents those charged with criminal offenses and in ancillary matters in the United States District Court, the United States Court of Appeals for the Eleventh Circuit and the United States Supreme Court who are financially unable to retain counsel.

FDMDGA is a client-centered, holistic organization. Applicants must not only have the skills set forth below, but they must also possess compassion for those persons we represent and be self-starters. This office prides itself on its reputation of integrity and zealous representation of those who have no voice. This office is committed to a diverse staff.

Applicants should have a minimum of a high school diploma, a bachelor's degree is preferred with at least three years of experience as a secretary, legal secretary or legal assistant, possess strong organizational skills and technical skills, an ability to organize work and set priorities to meet critical deadlines; be able to work independently and take initiative; and work well in teams; be proficient in the use of Microsoft Office 365, Outlook, Adobe Acrobat programs, understand basic knowledge of legal terminology, receive, screen and refer callers to the appropriate personnel, prepare correspondence and proofread and edit drafted motions, receive, scan and review mail and discovery, maintain calendars for the attorneys, maintain and organize up-to-date case files and other case management functions and document indexing tools is also highly preferred, and other duties as assigned. Proficiency in other computer programs, especially legal software, are desirable. Legal Assistant will be assigned two to three attorneys. The ability to speak, read, and write in Spanish is preferred, but not required.

This is a full-time position with salary and benefits based on qualifications and experience. Salary is on a scale equivalent to those in the United States Attorney's Office. Applicants must be United States citizens or eligible to work in the United States, must possess a valid driver's license, a reliable automobile and vehicle liability insurance. The ability to work flexible hours is mandatory. Offers are subject to satisfactory background investigation and final hiring is contingent upon both the appropriation of funding and approval by the funding source.

Resumes will be accepted until the position is filled, but the preferred and anticipated starting date of employment is early June 2021. Applications should contain a cover letter expressing interest, resume, and three references by email to the below address.

Christina L. Hunt, Executive Director
gamfd_applicants@fd.org

The Federal Defenders of the Middle District of Georgia is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide defense services in federal criminal cases related matters in the federal courts.