



OFFICE OF THE FEDERAL PUBLIC DEFENDER EASTERN DISTRICT OF MISSOURI

LEGAL ADMINISTRATIVE ASSISTANT 2024-01

St. Louis, Missouri

Application deadline: **March 27, 2024**

ABOUT US

The Federal Public Defender for the Eastern District of Missouri is a law firm operating under the authority of Title 18, United States Code, Section 3006A(g)(2)(A), providing legal representation to people accused of federal crimes who cannot afford to hire a private attorney. We represent the accused at all stages of criminal proceedings - from arrest through trial and appeal, including appeals to the U.S. Supreme Court.

We are attorneys, paralegals, investigators, mitigation specialists, office administrators, and information technology specialists. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and, if convicted, to have a fair sentence. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, honoring an individual's life experience.

THE OPPORTUNITY

We seek a full-time Legal Administrative Assistant to join our St. Louis office in June 2024.

The Legal Administrative Assistant will provide legal and clerical support to Assistant Federal Public Defenders with critical operational functions in all aspects of case management. This position will also provide reception, administrative, and general office support.

Legal Administrative Assistant duties include but are not limited to the following:

- Case management functions, including opening and closing files, assembling duty day folders, downloading case filings from the Federal Court's Electronic Case Filing (ECF) system, and case file management.
- Phone coverage functions, including answering the office's mainline and directing calls to the appropriate employee. Receives, screens, and refers telephone and in-person callers. Answers general inquiries from knowledge of the defender organization's activities and program operations and obtains information from others as requested by the Assistant Federal Defender(s).
- Calendaring functions, including maintaining and updating assigned attorneys' DefenderData calendars and calendaring future court dates and case deadlines published via the ECF system.
- Case related correspondence and filing functions, including drafting letters to clients with updated court dates and case-related information, and filing documents in the ECF system.
- Mailing functions, including weighing and addressing outgoing mail, and scanning incoming mail to client files.
- Providing backup support to other Legal Assistants.
- General office duties, such as scanning documents, copying, faxing, and daily court runs.
- Performing all other duties assigned.

REQUIREMENTS

To qualify, the applicant must have the following:

- Be a high school graduate with two or more years of related work experience.
- Computer fluency in Microsoft Office programs and Adobe Acrobat.
- The ability to work in a paper-lite environment.
- The ability to keep confidences and protect legal privileges.
- A desire and commitment to work within a diverse team environment and with clients from a wide range of backgrounds.
- A strong commitment to providing holistic representational support to indigent persons in proceedings under federal criminal law.
- A bachelor's degree in a related field and familiarity with federal judicial procedures is preferred but not required.

SELECTION CRITERIA

Our office's collegial and collaborative culture make it a great place to work for the pursuit of fairness and equal justice under the law. Applicants should be team-oriented and interdependent with attorneys and support staff. They must possess excellent written and oral communication skills and be able to do so thoughtfully with clients, colleagues, our adversaries, judges, and court personnel. The successful applicant must have an established capacity or clearly demonstrated aptitude for excellence, a commitment to the representation of indigent accused persons, and a reputation for integrity.

SALARY AND BENEFIT DETAILS

Starting salary varies based on experience, with a range under the Judicial Salary Plan from Grade 9/1 to 12/1, currently \$61,408 to \$89,054 per annum. The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (401k). Designated telework days may be approved per office policy consistent with obligations and position duties.

Appointment and retention are subject to a background security investigation, including an FBI name search and IRS tax check. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Our office values diversity and is committed to equity and inclusion. We aspire to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance.

HOW TO APPLY

To apply for this position, interested applicants should email a letter of interest, a resume, and the names and contact information of three professional references in one pdf document to the attention of:

Ereka Tosh, Administrative Officer
via email to: Ereka_Tosh@fd.org
Subject: St. Louis LAA position

DEADLINE

Applications must be received by **March 27, 2024**. One or more positions may be filled from this announcement, subject to need. Position is subject to the availability of funds. The position will remain open until filled.

Only submissions following the required format will be considered. Only those selected for an interview will be contacted. No phone calls, please.

*The Federal Public Defender follows an Employee Dispute Resolution Plan
approved by the United States Court of Appeals for the Eighth Circuit.*

*We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion.
All qualified applicants are encouraged to apply.*
