LEGAL ASSISTANT/SECRETARY

Federal Public Defender Office for the Districts of MA/NH/RI seeks secretary for its Boston location. Strong computer and excellent grammar and spelling skills are required. Proficiency in MS Word, Excel and Adobe required. Must possess good communication skills. Must also be dependable, organized, and able to work well with others, as well as independently. Must display initiative and discretion. Should be able to adapt to new computer applications. Previous legal secretarial experience is required. Proficiency in Spanish is a plus.

Send resume and covering letter by August 26, 2019 via email to HRBoston@fd.org attn.: LA ad.

Equal Opportunity Employer