

**FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF ARKANSAS
NOTICE OF POSITION VACANCY**

Announcement No:	2018 - 04	Date:	August 1, 2018
No. of Vacancies:	One		Federal Public Defender
Position Title:	Legal Assistant		Western District of Arkansas
Location:	El Dorado Arkansas		3739 N. Steele Blvd., Suite 280 Fayetteville, Arkansas 72703
Salary:	Commensurate with Experience		
Closing Date:	Upon until filled		http://www.arw.fd.org

POSITION OVERVIEW

The Legal Assistant provides legal secretarial and clerical support services for one or more attorneys in the Federal Public Defender office.

POSITION DUTIES & RESPONSIBILITIES

The Legal Assistant performs the following duties:

- Receives, screens, and refers telephone and in-person callers. Answers general inquires and transfers calls to appropriate staff members. Receives, reviews and routes mail to appropriate destinations. Maintains calendars and logs important deadlines and dates to office calendar.
- Acts as a Legal Assistant to the Assistant Defenders utilizing advanced knowledge of legal terminology, federal court practices, edits and proofreads initial drafts, prepares and assembles copies with attachments for filing, scanning, faxing and mailing.
- Performs general preparation and maintenance of case files as directed by the Assistant Federal Public Defenders. Scans and organizes discovery, evidence and exhibits for use in preparation for trial. Enters case information into a proprietary software system and updates case weights and other client information.
- Participates in case management functions and control systems such as conflict checking, recording future court appearances on the office master calendar. Notifies defender staff and clients of court dates and other appointments.
- Assists in organizing case files for Assistant Defenders and is responsible for other case management functions as assigned: opening and closing files, keeping records related to in-court time, recording future court appearances, notifying clients of the dates and times of court appearances and appointments with Assistant Defenders, Investigators and experts.

This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications. Benefits include health and life insurance, retirement and the Thrift Savings Plan.

NOTICE TO APPLICANTS

Applicants must be a United States Citizen, or a person authorized to work in the United States and receive compensation from this agency. Appointment is subject to a satisfactory federal background check, including FBI name and fingerprint check and an IRS tax check in addition to a twelve (12) month probationary period. Interested applicants please send a resume', cover letter, and a list of three references to Kathy Swanson at 3739 N. Steele Blvd., Suite 280, Fayetteville, Arkansas 72703, or via electronic mail, Kathy_Swanson@fd.org. This position is open until filled and subject to the availability of funds. No phone calls please.

The Office of the Federal Public Defender is an equal opportunity employer.