



FEDERAL PUBLIC DEFENDER  
CENTRAL DISTRICT OF ILLINOIS

**POSITION ANNOUNCEMENT**  
**LEGAL ASSISTANT**

Posted: March 8, 2021

Closing date: Open until filled, preference given to applications received by March 26, 2021

The Federal Public Defender for the Central District of Illinois is accepting applications for the permanent position of Legal Assistant. This position will be held in Rock Island, IL, supporting the Assistant Federal Public Defenders assigned to that duty station. The Federal Public Defender's Office operates under the authority of the Criminal Justice Act 18 U.S.C. § 3006A to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

**Duties.** The Legal Assistant will provide secretarial and administrative support utilizing advanced knowledge of legal terminology and word and information processing and must understand district and circuit court rules and protocols. Primary duties include:

- Answering and routing telephone calls and in-person callers.
- Preparing written correspondence and proofreading initial drafts of documents prepared by other staff and maintaining correspondence control records.
- Assembling copies and attachments for mailing and filing.
- Routing and screening incoming mail and deliveries and preparing outgoing mail using Stamps.com.
- Maintaining calendars: setting appointments as authorized, arranging meetings and conferences with clients, notifying staff of court dates and times, and updating any changes in the calendar.
- Opening, closing, and updating cases in Defender Data (case management system).
- Organizing case files, both electronic and paper.
- Proofing, coding, filing, generating appendices, copying, binding, and dispersing appellate briefs as needed.
- Coordinating local travel as needed for Rock Island staff.
- Acting as point of contact for District Court, U.S. Attorney, Probation, and US Marshals Service staff regarding court hearings, appointments, etc.
- Coordinating requests for experts, such as interpreters, and preparing transcript requests for attorneys.
- All other administrative assistance as needed.

**Requirements and Qualifications.** Applicants must be United States citizens or authorized to work in the United States. To qualify for this position, the applicant must be a high school graduate or equivalent and have at least two years general secretarial experience plus one year specialized legal secretarial experience. Education above the high school level may be substituted for some experience. Candidates must possess comprehensive knowledge of legal secretarial principles, practices, methods, and techniques; a general understanding of office confidentiality issues; organizing skills; and the ability to use general office equipment. Proficiency in the use of software such as Microsoft Office (particularly Word and Excel) and Adobe Acrobat is required. The successful applicant must be able to work independently and prioritize and multi-task effectively. Written and verbal communication skills are a must. Fluency in Spanish is a plus.

**Salary and Benefits.** This full-time position is in the excepted service and offers full federal benefits, including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and

sick leave, and paid holidays. Direct deposit is required for payment of compensation for employees. The successful candidate will be subject to a general background check as a condition of employment and may be subject to periodic updates. Starting salary will be commensurate with experience with a range from JSP (Judiciary Salary Plan) Grade 6, Step 1 to JSP Grade 8, Step 1 (currently \$39,311 to \$48,378 per annum).

**Application Information.** Qualified persons may apply by sending the following, in **one** PDF document, to:  
[ilchr@fd.org](mailto:ilchr@fd.org)

- (1) letter of interest
- (2) current and detailed resume
- (3) names and contact information for three work references who may be contacted
- (4) completed AO78 application

*The Federal Public Defender for the Central District of Illinois is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Costs associated with interviewing and relocation will not be reimbursed. **No telephone inquiries please.***

# FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name <i>(Last, First, Middle Initial)</i>	2. Phone Number
3. Present Address <i>(Street, City, State, Zip)</i>	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth <i>(complete only for law enforcement positions)</i>

### GENERAL

7. Are you a U.S. Citizen?  YES  NO If no, give the Country of your citizenship \_\_\_\_\_

8. a. Were you ever a federal civilian employee?  YES  NO If yes, give highest civilian grade: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Pay Plan Grade Step

b. Are you receiving a federal civilian annuity payment?  YES  NO

c. Are you receiving federal severance pay?  YES  NO If yes, give former agency contact/telephone: \_\_\_\_\_

d. Have you received a federal separation incentive payment in the past 5 years?  YES  NO If yes, state mo/yr received and former agency contact/telephone: \_\_\_\_\_

9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?  YES  NO If yes, give their names, positions, and relationships to you. \_\_\_\_\_

10. Have you ever served on active duty with the military?  YES  NO *(If yes, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)*

### BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)*  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

12. Have you been convicted by a military court-martial in the past 7 years?  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

13. Are you now under charges for any violation of law?  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

14. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?  YES  NO If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.

15. Are you delinquent on any Federal debt? *(Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).*  YES  NO If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

### EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?  YES  NO



**WORK EXPERIENCE**

*(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)*

**A**

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: <i>(Area Code and Phone Number)</i>	Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving		
Description of Work		

**B**

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: <i>(Area Code and Phone Number)</i>	Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving		
Description of Work		

**C**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )		Name and Address of Employer ( <i>firm, organization, etc.</i> )
Reason for Leaving		
Description of Work		

**D**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )		Name and Address of Employer ( <i>firm, organization, etc.</i> )
Reason for Leaving		
Description of Work		

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_