

OFFICE OF THE
FEDERAL PUBLIC DEFENDER
DISTRICT OF SOUTH CAROLINA

LEGAL ASSISTANT
FULL-TIME POSITION
POSITION ANNOUNCEMENT #21 – 02

The Office of the Federal Public Defender for the District of South Carolina is seeking to fill a full-time Legal Assistant position to our staff in the Greenville office. The Federal Public Defender, a Federal employer, 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 in the federal courts. This position is located in Greenville, South Carolina.

Education: Four-year degree preferred and a paralegal certificate.

Experience: Minimum of one-year paralegal experience is required.

Skills: Candidates should possess proficiency in word processing and strong typing skills (65 + wpm), strong proofreading skills, the ability to prioritize and multitask, excellent organizational skills, familiarity with legal terminology, as well as highly developed interpersonal and communication skills. Proficiency in Word and Adobe is preferred.

Duties: Provide paralegal, legal secretarial and clerical support to two or more attorneys, maintain attorneys' calendars of court and filing deadlines, answer general telephone inquiries, maintain attorneys' case files, type legal documents, prepare briefs and general correspondence, review documents for accuracy, compose routine correspondence, perform conflict checks, filing, photocopying, routing mail, filing electronic documents at district and circuit level. Back up procurement and entering timekeeping data are also part of this position. Other duties as assigned.

Selection

Criteria: Candidates must possess initiative, be self-motivated and have the ability to work in a high volume, fast paced office environment. The successful candidate must also have the ability to work with others as a team player. Candidate must be willing to assume additional duties to cover for other support staff as needed.

Hours: 40 + hours a week from 8 A.M. to 5 P.M. or before or after stated hours as necessary, or as needed to complete the work of the office.

Salary: Salary is commensurate with experience. Appointment is contingent upon a satisfactory background check. Salary is payable only by direct deposit.

Apply: To apply send a cover letter with resume, proof of typing speed and three references to:

Jonathan Freeman, Administrative Officer
1901 Assembly Street, Suite 200
Columbia, SC 29201
jonathan_freeman@fd.org

Deadline: Open until filled.