

**FEDERAL PUBLIC DEFENDER  
Northern District of Florida**

**POSITION ANNOUNCEMENT  
LEGAL ASSISTANT  
GAINESVILLE DIVISION**

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The Office of the Federal Public Defender, Northern District of Florida, is accepting applications for a full time Legal Assistant position in the Gainesville Office. The Federal Public Defender, functioning under authority of 18 U.S.C. § 3006A(g)(2)(A) and the Criminal Justice Act Plan of the District, provides federal criminal defense services to individuals unable to afford counsel. Legal assistants provide executive-level secretarial and clerical support services to the Federal Public Defender staff attorneys.

**Responsibilities:** Duties include drafting, editing, proofreading, and finalizing correspondence, pleadings, briefs, memoranda and other legal documents; processing incoming and outgoing mail; maintaining calendars and case files; filing court documents electronically; photocopying/scanning; answering and screening telephone calls; and performing all other duties as assigned.

**Skills:** Applicant should possess excellent communication and interpersonal skills; have a working knowledge of legal terminology; be proficient with Microsoft Word and Adobe Acrobat; possess excellent typing and computer skills; be attentive to detail and organization; and understand attorney/client privilege and office confidentiality.

**Qualifications:** Applicant must be a high school graduate or equivalent with at least three years experience as a legal assistant.

**Salary and Benefits:** Salary is commensurate with experience, qualifications and education based on the current Judiciary Salary Plan. The position is full-time with federal benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Applicants must be a citizen of the United States or be authorized to work in the United States. A background check is required as a condition of employment. Salary payable only by Electronic Funds Transfer.

**Application Process :** Qualified persons may apply by emailing in **.pdf format** a letter of interest, a resume, and the names of three references to **FLN\_Resumes@fd.org**. The position will be open until filled.

The Federal Public Defender is an Equal Opportunity Employer. Minority candidates are encouraged to apply.