Position Announcement – Legal Secretary/Assistant

Who We Are
We work to keep people out of prison and to stop state executions by adhering to our office’s mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies and clients who have been sentenced to death. We practice holistic defense lawyering to protect our clients’ rights and champion their humanity at every stage of the criminal case and beyond. Federal Defender Services of Eastern Tennessee seeks to attract and retain a high performing and diverse workforce to serve our clients. We foster an inclusive work environment that promotes commitment, flexibility, and fairness.

The Job
We need a full-time experienced legal secretary/assistant (includes receptionist responsibilities) in the Knoxville Federal Defender Services office.

Duties
The legal assistant provides secretarial and clerical support to the office’s attorneys, maintains client files, maintains the office main calendar and attorney calendar of deadlines/due dates, schedules meetings and legal calls between attorneys and clients, receives and routes incoming and outgoing mail, performs receptionist duties, orders office supplies, files pleadings electronically, prepares general correspondence, receives and routes discovery, and other duties as assigned.

Requirements
This position demands attention to detail, excellent word processing skills (Microsoft Word), telephone and filing abilities, well developed communication and organizational skills, as well as an interest in working with indigent clients and the public. The ability to exercise good judgment, act with diplomacy, and maintain confidentiality is a must. An affinity for teamwork is essential.

Salary and Benefits
Salary is commensurate with experience and qualifications.
Submit Application

Submit application, which must include a resume, cover letter, and THREE REFERENCES by **August 13, 2021**, to FDSET, 800 S. Gay Street, Suite 2400, Knoxville, Tennessee 37929 or by emailing your information to Sandy_Waggoner@fd.org. NO telephone calls, please. Women and minorities are encouraged to apply.

FDSET IS AN EQUAL OPPORTUNITY EMPLOYER