

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

JOB ANNOUNCEMENT

RECEPTIONIST

(One Position)

Posting Code 200400-17

The Federal Community Defender Office serving the Eastern District of Pennsylvania has a vacancy for an experienced Receptionist in its Trial Unit (TU).

Responsibilities: The Receptionist will provide a variety of front-desk and clerical support services including, but not limited to:

- receiving, screening, and referring telephone callers and walk-ins
- screening collect telephone calls from incarcerated clients and directing calls appropriately
- greeting clients and visitors
- tracking staff arrivals, departures and destinations
- generating the daily staff attendance log and court schedule
- answering general inquiries and furnishing information to clients, members of the general public, court personnel, etc. regarding staff availability and/or court schedules
- placing international calls, arranging conference calls, and fully utilizing communication features available through the office telecommunications system
- typing and editing correspondence, memoranda, and other documents
- receiving and distributing incoming mail and deliveries, and reviewing outgoing mail for accuracy
- assisting with office projects and clerical overflow work such as scanning of documents, maintaining the conference room schedule, and assisting with office mailings
- performing other administrative and clerical duties as assigned

Requirements: Applicants must have a minimum of four years of receptionist experience, and possess a basic knowledge of the legal process and legal terminology. Excellent communication (both oral & written) and interpersonal skills are required. Applicants must have an

understanding of attorney/client privilege and a demonstrated ability to handle confidential matters with discretion. Education above the high school level in accredited institutions is preferred and may be substituted for a portion of applicant's general and/or specialized experience. Computer literacy, including knowledge of Microsoft Word 2010, Excel and Word Perfect 12 for Windows, is required. Applicants must be able to work well with others, handle a number of tasks simultaneously, work expeditiously and accurately within a limited time frame, exercise mature judgment, and work independently. Fluency (oral and written) in the Spanish language is preferred. Prior experience utilizing a VOIP telecommunications system is helpful. The position also requires that the incumbent occasionally lift and/or move up to 25 pounds.

Interested applicants should submit a cover letter and resume to Teresa Rauscher, Administrative Officer, via e-mail at EmploymentPAE@fd.org, or by regular mail to FCDO, Curtis Center, 601 Walnut Street, Suite 540 West, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis until the position is filled.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.