

POSITION ANNOUNCEMENT 2018-03

SENIOR LEGAL ASSISTANT

WESTERN DISTRICT OF ARKANSAS

The Federal Public Defender for the Western District of Arkansas is accepting applications for a senior legal assistant to be stationed in Fayetteville. The Federal Public Defender operates under 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. The senior legal assistant provides secretarial and clerical support to staff attorneys representing indigent persons charged in alleged criminal offenses in the U. S. District Court and the Eighth Circuit Court of Appeals.

Duties. The senior legal assistant will perform a full range of legal secretarial functions that may include, but are not limited to: editing and proofreading initial drafts of motions and briefs utilizing knowledge of legal terminology; generating table of contents and table of authorities for briefs; preparing correspondence and pleadings for attorneys; preparing pleadings indexes; maintaining court and attorney calendars including the office calendar; arranging meetings or telephone calls between attorneys and clients; organizing case files and handling case management functions as assigned; receiving and routing incoming telephone calls and mail; delivering and receiving documents from the court; arranging attorney's schedule and court calendaring, which may include scheduling business itineraries, reserving plane tickets, auto rental, hotel lodging; notifying Assistance Federal Public Defenders of new court appointments and performing all other duties as assigned.

Requirements. To qualify for this position, a candidate must be a high school graduate or equivalent and have a minimum of two years of general office experience with preference to at least two years of specialized legal assistant experience. Applicants must be team-oriented. Proficiency in WORD, Excel, CM/ECF, and electronic case filing is required. Applicants should have strong proofreading skills, practicality in prioritizing work, multitasking, and familiarity with legal terminology. Experience in criminal litigation, marking briefs and generating table of contents and authorities is strongly preferred.

Selection Criteria. The successful applicant will meet the requirements contained in this announcement and possess prior work experience to perform the duties of this position. Applicants must be a U. S. citizen, or a person authorized to work in the United States and receive compensation from this agency. This appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check and is also subject to a twelve (12) month probationary period.

Salary and Benefits. The salary will be commensurate with experience and knowledge, skill and abilities to perform this job. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

How to Apply. Qualified persons may apply by sending via email a letter of interest, resume, salary history and three (3) references. Send the requested information to Kathy_Swanson@fd.org. Open until filed. NO PHONE CALLS PLEASE.

The Office of the Federal Public Defender is an equal opportunity employer.