

POSITION ANNOUNCEMENT - CLERICAL ASSISTANT

POSITION #: 2018-03 CLERICAL ASSISTANT
LOCATION: Tacoma, WA
ANNOUNCED: March 19, 2018
CLOSES: When Filled

The Federal Public Defender Office for the Western District of Washington is seeking a full-time Clerical Assistant for our Tacoma office. The Federal Public Defender Office provides quality defense services in federal criminal cases and related matters in the federal courts. Further information about the office is available at <http://waw.fd.org>.

Duties. The clerical assistant provides many office support and front-desk receptionist duties including answering phone calls and greeting clients/visitors; scanning, downloading, photocopying legal documents and case materials; organizing and scanning closed cases; assisting with word processing tasks and assignments; receiving and handling deliveries and processing office mail.

Selection Criteria. An applicants must be a high-school graduate (or equivalent) and have a minimum of one year of office experience, preferably in a law office. Spanish fluency is essential for the position. Applicants must be willing to work with a legal team devoted to the zealous representation of our clients. The successful candidate will be able to perform each essential job duty satisfactorily, work under pressure and perform job duties cooperatively. Knowledge of Word, Excel, and Adobe Acrobat is highly desired.

Salary and Benefits. The position is full-time with a federal starting salary range of \$31,699 to \$43,930 and benefits. Salary will be based on qualifications, experience and education. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Employment will be provisional pending the successful outcome of a background fingerprint check. To qualify, an applicant must be a US citizen or a documented alien who meets the criteria for employment in the Judiciary. *See*, <http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. This position is contingent on the availability of federal funding.

How to Apply. To qualify for consideration, submit a letter of interest, resume and two work references (including names, addresses and telephone numbers) to: wawpersonnel@fd.org The email subject line **must include** the position number of 2018-02. A confirmation reply will be sent to the email address used. Only those granted an interview will be contacted. This position will remain open until filled.

NO TELEPHONE OR EMAIL INQUIRIES PLEASE.

The Federal Public Defender is an equal opportunity employer and values diversity in the work place.