



FEDERAL PUBLIC DEFENDER DISTRICT OF ALASKA NOTICE OF POSITION VACANCY

Announcement No:	2016-Senior Sec.	Date:	March 7, 2016
No. of Vacancies:	One (Full Time)		Federal Public Defender
Position Title:	Senior Legal Assistant		District of Alaska
Grade:	JS - 9		601 W. 5 th Ave., Suite 800
Salary Range:	Commensurate with Experience		Anchorage, AK 99501
Closing Date:	March 25, 2016		sally_hinkley@fd.org

POSITION OVERVIEW

The Senior Legal Assistant provides secretarial support services to Assistant Defenders. General duties include screening and referring telephone and in-person callers; screening incoming mail and handling routine matters as authorized; editing and proofing initial drafts, finalizing pleadings, performing cite checking and assembling copies with attachments for electronic filing and mailing; maintaining calendars; preparing correspondence, and organizing case files. Other duties as designated. Must be available for hire on April 25, 2016.

POSITION DUTIES & RESPONSIBILITIES

The Senior Legal Assistant will perform the following duties:

- Utilize advanced knowledge of legal technology, word and information processing software, including Microsoft Office Suite, and Lotus Notes.
- Understand district and circuit court rules and protocols. Edit and proofread initial drafts, transcribe dictation, finalize pleadings, perform cite checking and assemble documents for electronic filings.
- Assist in preparation and filing of pleadings, motions and briefs, correspondence and memoranda. Prepare correspondence by either drafting from general instruction or typing in prescribed format. Prepare memoranda for signature by Assistant Defender(s).
- Maintain calendars for 3 Assistant Defenders, setting appointments as authorized. Arrange meetings and conferences, informing participants of date, time and location. Remind Assistant Defenders of appointments and commitments. Record future court appearances on master and personal calendars and notify clients of the dates and times of court appearances and appointments with the Assistant Defenders and defense experts.
- Locate and retrieve documents, information and records from all sources.
- Organize case files for Assistant Defenders and maintain responsibility for other case management functions as assigned, including opening and closing files, ongoing filing and general case file management.

QUALIFICATIONS

To qualify for the position of Senior Legal Assistant, the individual must be a high school graduate or the equivalent and must have at least two years of general office experience and four years of legal secretarial experience. The applicant must possess a general understanding of attorney/client and all office confidentiality issues. The applicant must also possess the ability to analyze and apply relevant policies and procedures to office operations, the ability to exercise good judgment, the ability to communicate effectively both verbally and in writing, and an ability to recognize and analyze problems and recommend practical solutions. The applicant must possess a comprehensive knowledge of legal secretarial principles, practices, methods and techniques. An understanding of administrative and secretarial duties in a demanding legal environment is essential. Previous experience with criminal law, procedure and evidence a plus, as is a current Notary Commission.

BENEFITS

The Federal Public Defender offers a full benefits package that allows an employee to participate in the following pursuant to the written terms of these benefit packages:

- Choice of Medical, Fee for Service and/or Health Maintenance Organizations, some plans with dental and vision benefits attached.
- Group Life Insurance; employee and family coverage available.
- Disability Insurance.
- Long Term Care; employee and family coverage available.
- Immediate participation in the Thrift Savings Plan (401K).
- Federal Employees Retirement System (Pension Program).
- 13 days of accrued vacation leave per year for the first 3 years of employment; increasing after 3 years.
- 13 days of accrued sick leave per year.
- A minimum of 10 federal holidays.
- Flexible spending accounts for healthcare, child dependent care and commuter programs.

NOTICE TO APPLICANTS

Excepted service appointments are at will employees, and as such can be terminated with or without cause by the Defender at any time. The successful candidate will be subject to a background and fingerprint check as a condition of employment. The Federal Public Defender requires employees to adhere to a Code of Conduct which is available upon request. As an Equal Opportunity Employer, women and minorities are encouraged to apply. Direct Deposit is required for payment of employee compensation. Interested applicants should send a resume, cover letter, and a list of three references to Sally J. Hinkley, 601 W. 5th Ave., Ste. 800, Anchorage, AK 99501; sally_hinkley@fd.org. Application deadline is March 25, 2016. This position is subject to the availability of funds. Please no telephone inquiries.