

FEDERAL COMMUNITY DEFENDER
Eastern District of Michigan

613 Abbott Street, Suite 500
Detroit, Michigan 48226

Telephone: (313) 967-5542 ■ Fax: (313) 962-0685

Position Announcement – Clerical Assistant

The Federal Community Defender of the Eastern District of Michigan (FCDEDM) is accepting applications for the full-time position of Clerical Assistant in our Detroit office. The FCDEDM provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court and federal habeas corpus review.

Our office consists of attorneys, legal assistants, paralegals, investigators, office administrators, mitigation specialists and information technology specialists who share a common goal - to represent our clients with compassion, courage, competency, creativity and collaboration. We work together to protect our clients' rights and champion their humanity at every stage of the criminal case. Our office seeks to attract and retain a high-performing and diverse workforce to serve our clients. We aim to foster an inclusive work environment that promotes commitment and fairness.

As the Federal Community Defender of the Eastern District of Michigan, we handle cases at U.S. District Courthouses in Detroit, Ann Arbor, Flint, Bay City and Port Huron. We have offices in Flint and Detroit. The FCDEDM is a non-profit corporation funded by the Administrative Office of the U.S. Courts. Our employees are not federal employees.

Duties

We need a full-time Clerical Assistant to provide various front-desk and clerical support services to the staff and assist attorneys, as follows: assists with receptionist duties; receives, screens, and refers or directs phone calls; organizes file room; ensures files are properly closed and stored; retrieves files as requested; responsible for maintenance and retrieval of off-site stored files; responsible for copying legal documents and case materials for staff; assists with case management functions, CJA panel administration; places and arranges conference calls and meetings with clients in prison facilities; delivers documents to the U.S. Attorney and other court agencies; and all other duties as assigned. We are seeking someone who can communicate with others with compassion and empathy, and who thrives in a fast-paced environment. Applicants must have high standards and recognize the need for people to be treated fairly and respectfully, no matter the allegation or circumstance. Bilingual [Spanish/English] helpful/preferred.

Requirements

High school graduate or equivalent, with a minimum of 3 years of experience. Candidate should possess excellent writing and oral communication skills; advanced proficiency in Microsoft Office (Word, PowerPoint, Excel, etc.) and Adobe Acrobat Pro DC. Ability to type neatly and accurately at 70 wpm, and the ability to multi-task and work well under pressure in a team environment is required.

Salary and Benefits

Salary is negotiable, commensurate with experience. We offer an excellent benefit package including health, vision and dental insurance, as well as a 403(b) pension plan.

To Apply

Submit an electronic PDF resume including cover letter, and three references to: mie_fdoresumes@fd.org. Please – no calls regarding the status of your application.

Position is open until filled.

FDCEM is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff. Position vacancies contingent upon final approval and funding by the Administrative Office of the U.S. Courts.