

**FEDERAL DEFENDERS
MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.**

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CECILIA VACA
Executive Director

POSITION ANNOUNCEMENT
Receptionist/Clerical Assistant

The Middle District of Alabama Federal Defender Program, Inc. is seeking a professional, motivated, and detail-oriented individual to join our team as a **Full Time Receptionist/Clerical Assistant**. This position is an excellent opportunity for a highly organized and service driven professional who thrives in a fast paced, mission focused legal environment. As the first point of contact for the office, the Receptionist plays a vital role in ensuring smooth daily operations while supporting attorneys and staff dedicated to providing high quality legal representation.

DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to, the following:

- Serve as the primary point of contact by warmly welcoming visitors and professionally answering, screening, and directing incoming calls
- Provide accurate information and assistance to clients, court personnel, members of the bar, and the public while maintaining strict confidentiality and respect for attorney client privilege
- Screen and manage collect calls in accordance with office procedures
- Assist with document preparation, formatting, and general word processing
- Maintain and track basic statistical and administrative data
- Operate and support general office equipment and technology
- Receive, sort, and distribute incoming mail and deliveries in a timely manner
- Provide general administrative support and perform other duties as assigned to support office operations

QUALIFICATIONS

- High school diploma or equivalent required
- Minimum of three years of general office experience or equivalent combination of education and experience
- Prior experience in a legal or professional office environment strongly preferred
- Demonstrated professionalism, reliability, and strong interpersonal skills
- Ability to handle sensitive and confidential information with discretion
- Strong organizational skills with the ability to prioritize and manage multiple tasks effectively
- Proficiency with computers and common office software, including Microsoft Office 365 and Adobe Acrobat
- Excellent written and verbal communication skills
- Bilingual applicants, particularly those **fluent in Spanish**, are strongly encouraged to apply and will receive **priority consideration**.

SELECTION CRITERIA

The ideal candidate is detail oriented, dependable, and takes pride in producing high quality work. They demonstrate sound judgment, strong time management skills, and the ability to remain composed and effective in a busy environment. Successful applicants are

team oriented, proactive, and capable of identifying needs and contributing to efficient office operations. Candidates must also possess strong computer skills, professional communication abilities, and a commitment to excellence. Grammar, keyboarding, and other relevant skills may be evaluated during the selection process.

APPLICATION PROCESS

Qualified applicants should submit the following in a single Adobe PDF:

1. Letter of interest outlining relevant experience
2. Resume
3. Three professional references

An email confirming receipt of the application will be sent to all applicants. Incomplete submissions or those that do not follow the instructions will not be considered.

Please send submissions to:

Middle District of Alabama Federal Defender Program

Attn: Jessica Smith, Administrative Officer

ALM_Employment@fd.org

The position will remain open until it is filled, but resumes received prior to **Friday, May 1st** will be given priority. Hiring is contingent upon the availability and approval of funding. The Middle District of Alabama Federal Defender Program, Inc. is an Equal Opportunity Employer and is committed to building a diverse workforce.

