

FEDERAL PUBLIC DEFENDER

Southern District of Florida

www.fpdsouthflorida.org

Hector A. Dopico
Federal Public Defender

Location: Miami

Helaine B. Batoff
Chief Assistant

FEDERAL PUBLIC DEFENDER POSITION ANNOUNCEMENT RECEPTIONIST/CLERICAL ASSISTANT FORT LAUDERDALE OFFICE

Miami:

Abigail Becker
Christian Dunham
R. D'Arsey Houlihan
Bunmi Lomax
Supervising Attorneys

Helene Barthelemy
Sowmya Bharathi
Elizabeth Blair
Eboni Blenman
Micki Bloom
Anshu Budhrani
Paul Carson
Michael Caruso
Eric Cohen
Tracy Dreispul
MaeAnn Dunker
Daniel L. Ecarius
Sogol Ghomeshi
Jean-Pierre Gilbert
Alexandra Hoffman
Srilekha Jayanthi
Ashley Kay
Evan Kuhl
Ian McDonald
Kate Mollison
Leticia Olivera
Marisa Taney
Kate Taylor
Victor Van Dyke

The Federal Public Defender for the Southern District of Florida is accepting applications for the full-time position of Receptionist/Clerical Assistant in our Fort Lauderdale office. The Federal Public Defender, a branch of the United States Courts, is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act (18 U.S.C. § 3006A) to provide defense services to indigent persons in federal criminal cases.

Requirements: The successful applicant must be a high school graduate or equivalent and have at least one year of general experience, criminal work preferred. **Bilingual [Spanish/English] necessary.** Some education may be substituted for experience.

Duties: The receptionist/clerical assistant provides a variety of front-desk and clerical support services to the staff and assists the Assistant Defender(s) in the following manner: receives, screens, and refers or directs telephone calls; answers general inquiries and provides information according to available reference material; possesses basic knowledge of the legal process and legal terminology and knowledge of office practices and procedures; understands and exercises care regarding attorney/client privilege and confidentiality; greets and directs visitors; monitors interior office access; keeps track of staff arrivals, departures, destination and leave; records and distributes telephone or in-person messages to personnel who are unavailable; determines urgency of messages and seeks appropriate action; determines exceptions to requests for no interruptions; furnishes information to clients, members of the general public, court personnel, and the bar regarding staff availability and/or court schedules; answers general inquiries; screens collect telephone calls from incarcerated defendants and the general public's requests for assistance; directs calls appropriately; assists with word processing tasks and assignments; types memoranda, correspondence; reports and other documents; retrieves, formats and revises documents; operates the facsimile machine, copier and other shared office equipment; routes incoming facsimile transmissions; assists other staff

Ft. Lauderdale:

Jan C. Smith,
Branch Supervisor
Bernardo Lopez,
Supervising Attorney

Andrew Adler
Huda Ajlani-Macri
Lori Barrist
Janice Bergmann
Brenda G. Bryn
Allari Dominguez
Margaret Y. Foldes
Sara Kane
Ta'Ronce Stowes
Wesley Wallace

West Palm Beach:

Peter Birch,
Branch Supervisor

Scott Berry
Caroline McCrae
Kristy Militello

Fort Pierce:

Kafahni Nkrumah
Renee Sihvola

Miami

150 West Flagler Street
Suite 1500
Miami, FL 33130-1555
Tel: (305) 536-6900
Fax: (305) 530-7120

Ft. Lauderdale

One East Broward Boulevard
Suite 1100
Ft. Lauderdale, FL 33301-1842
Tel: (954) 356-7436
Fax: (954) 356-7556

West Palm Beach

250 South Australian Avenue
Suite 400
West Palm Beach, FL 33401-5040
Tel: (561) 833-6288
Fax: (561) 247-7094

Ft. Pierce

109 North 2nd Street
Ft. Pierce, FL 34950
Tel: (772) 489-2123
Fax: (772) 489-3997

members in use of machines; places overseas calls, arranges conference calls and fully utilizes communication features available through the office telecommunication system; receives and routes incoming mail and deliveries; arranges for courier or express mail service; oversees outgoing mail; delivers court documents for filing; delivers documents to the U.S. Attorney and other court agencies, as appropriate; performs all other duties as assigned.

Selection Criteria: Applicants must be U.S. citizens or eligible to work in the United States. Applicants must have excellent proofreading and editing skills with a meticulous attention to detail, computer literacy with a working knowledge of Word and WordPerfect, accurate typing, filing skills, excellent organizational and written communication skills with demonstrated ability to communicate effectively with individuals and groups with varying experience and backgrounds, prior criminal communication and interpersonal skills, as well as a working knowledge of legal terminology and court procedures. Prolonged periods of sitting at a desk are necessary and must be able to occasionally lift up to 25 pounds.

The selected candidate will be subject to a background check as a condition of employment.

Salary and Benefits: This is a full-time “at-will” position, and salary will be commensurate with experience and qualifications of the applicant and will be based on the Judiciary Salary Plan; Grade 4 [\$38,776] through Grade 7 [\$69,864]. This position offers federal employment benefits, including health and life insurance, dependent and long-term insurance programs, flexible spending accounts, commuter benefits program, mandatory participation in the Federal Employees Retirement System, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: No telephone calls please. Qualified persons may apply by submitting a letter of interest outlining experience, resume and two work references [*send in ONE PDF attachment*] to: Raisa.Gonzalez@fd.org.

Only applicants selected for an interview will be contacted. Hiring for this position is subject to the availability of funds in the final appropriation. Applications will be accepted until filled. All responses will remain confidential.

**The Federal Public Defender is an Equal-Opportunity Employer.
All applicants, regardless of race, ethnicity, national origin,
gender identity, sexual orientation, religion, disability,
or age, are encouraged to apply.**