

**OFFICE OF THE FEDERAL PUBLIC DEFENDER  
MIDDLE DISTRICT OF PENNSYLVANIA**

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**POSITION ANNOUNCEMENT**

**LEGAL ASSISTANT & OFFICE SERVICES COORDINATOR  
HARRISBURG, PENNSYLVANIA**

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The Office of the Federal Public Defender for the Middle District of Pennsylvania is hiring a Legal Assistant & Office Services Coordinator. We are a mission-driven office that represents people in federal criminal cases and post-conviction proceedings, including people sentenced to death who are challenging their convictions and sentences through our Capital Habeas Unit. Our work is demanding, collaborative, and high-stakes, and every person in our office plays an important role in supporting our clients and case teams.

This is a full-time position based in Harrisburg, Pennsylvania. The selected candidate will provide centralized administrative and client-services support across the Harrisburg office, including significant support to our Capital Habeas Unit. We're looking for someone who is organized, dependable, welcoming, and comfortable moving between front-office responsibilities, legal support, and the day-to-day operational needs of a busy law office.

**QUALIFICATIONS**

Responsibilities will include managing the office's main telephone line and reception area; greeting visitors and coordinating deliveries; receiving, sorting, scanning, and distributing incoming mail and preparing outgoing mail; performing routine copying, scanning, document preparation, and other legal-assistant functions; and providing administrative support to attorneys, paralegals, investigators, and other staff as needed.

The position will also help keep the office running smoothly by monitoring supplies; coordinating copier, shredding, delivery, and other office services; assisting with office logistics; and serving as a point of contact for routine operational needs. The selected candidate should be comfortable taking ownership of responsibilities, following through on requests, identifying problems, and knowing when an issue needs to be escalated.

Candidates should have an associate degree or higher and prior experience in administrative, legal-support, office-services, or similar work. Experience in a law office, court, government agency, or other professional office is helpful but not required.

Strong communication, organizational, and interpersonal skills are essential. This position will regularly interact with clients, family members, visitors, court personnel, and others who may be calling or arriving under stressful circumstances. Many of our clients are incarcerated, and some may be experiencing significant mental-health, emotional, or other challenges. The selected candidate must treat people with patience, warmth, dignity, and respect; communicate without judgment; remain calm during difficult interactions; and maintain appropriate professional boundaries while making people feel supported.

Candidates must also be able to prioritize competing demands, work accurately despite frequent interruptions, exercise discretion and sound judgment, protect confidential information, and work both independently and as part of a team.

Our office is committed to building a workplace grounded in mutual respect, collaboration, and humility. We believe the work of public defense is stronger when it reflects a wide range of backgrounds, experiences, and perspectives. Above all, we are interested in applicants' reliability, judgment, initiative, attention to detail, and commitment to treating every client, colleague, and visitor with dignity, and care.

## **SALARY AND BENEFITS**

This is a full-time position. Starting salary depends on the position level and the applicant's experience and education. The selected candidate will also receive a comprehensive benefits package that includes generous insurance coverage, dependent and long-term insurance programs, flexible spending accounts, commuter benefits program, earned paid time off, mandatory participation in the Federal Employees Retirement System, optional participation in the Thrift Savings Plan retirement account with up to 5% agency matching contributions, and an Employee Assistant Program. This position is subject to mandatory electronic transfer of pay (direct deposit).

Because this position provides front-office and in-person operational coverage, regular presence in the Harrisburg office is an essential part of the job. Therefore, this position does not qualify for telework.

Employment is contingent upon the successful completion of an FBI fingerprint and background check.

## **HOW TO APPLY**

We strive to make the hiring process transparent. Here's what you can expect:

- 1. Application Submission:** Interested applicants should submit a single pdf document that includes a cover letter, resume, and list of references to Lorianne Link, Personnel Administrator, at [lorianne\\_link@fd.org](mailto:lorianne_link@fd.org).
- 2. Application Review:** Applications are being reviewed **beginning August 26**, and the position will remain open until filled. You may assume the position remains available while this listing is active.
- 3. Initial Interviews:** Selected candidates will be invited for an in-person interview.
- 4. Assessments/Reference Checks:** We will reach out to references and assess all interviewed candidates. Though we do not anticipate a second round of interviews, we reserve the right to request a more in-depth interview if desired.

**The Office of the Federal Public Defender for the  
Middle District of Pennsylvania is an Equal Opportunity Employer.**