

POSITION ANNOUNCEMENT

**LEGAL ASSISTANT
FORT WAYNE OFFICE**

NORTHERN DISTRICT OF INDIANA FEDERAL COMMUNITY DEFENDERS, INC.

Northern District of Indiana Federal Community Defenders, Inc. (NDIFCD), a non-profit private corporation funded by the Administrative Office of the U.S. Courts, is accepting applications for the position of Legal Assistant to be stationed in the Fort Wayne office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to individuals charged with federal criminal cases and related matters who are financially unable to retain counsel.

DUTIES AND RESPONSIBILITIES

Under the direction of two Assistant Federal Defenders and one investigator, the Legal Assistant performs legal secretarial, clerical, and administrative support duties, including:

- Utilizing advanced knowledge of legal terminology, court rules, and word-processing software to prepare, edit, proofread, and assemble legal documents, filings, attachments, and correspondence.
- Downloading and organizing discovery from a cloud-based platform established by the United States Attorney's Office.
- Performing cite-checking, and preparing memoranda and correspondence from general instructions or prescribed formats.
- Receiving, screening, and referring telephone and in-person callers; answering general inquiries based on knowledge of office operations.
- Screening and routing incoming mail; reviewing outgoing mail for accuracy; maintaining correspondence control records.
- Managing calendars for assigned attorneys, including scheduling appointments, arranging meetings and conferences, coordinating travel, and providing reminders.
- Organizing, opening, and closing case files; notifying clients of court dates and appointments.

- Providing administrative assistance related to the Criminal Justice Act (CJA) Panel where applicable.
- Receiving and routing deliveries; arranging for courier or express mail services; overseeing outgoing mail.
- Providing administrative support in areas such as personnel, procurement, and budget where necessary.
- Receives, screens, and transfers telephone calls.
- Screens incoming mail and handles some routine matters as authorized. Routes mail to appropriate destinations. Reviews outgoing mail for accuracy. Maintains correspondence control records.
- Maintains calendars for the Assistant Defenders, setting appointments as authorized. Arrange meetings and conferences, informing participants of date, time and location of meeting.
- Performing other duties as assigned.

QUALIFICATIONS

Qualified applicants must be high school graduates or possess an equivalent credential. Candidates must demonstrate the knowledge, skills, and abilities necessary to perform the essential duties listed above, including:

- Understanding of legal secretarial practices and office confidentiality requirements.
 - Ability to communicate effectively, exercise good judgment, analyze problems, and recommend practical solutions.
 - Excellent organizational, communication, and computer skills; strong attention to detail; and the ability to work independently and as part of a team.
 - General knowledge of office practices and proficiency with personal computers.
- Progressively responsible legal secretarial or legal assistant experience is preferred, and qualifying educational substitutions may apply.

Compensation. Salary is commensurate with experience and qualifications. A full benefit package that includes health, dental, vision, and life insurance, monthly HSA contribution, annual retirement contribution, and long-term disability insurance.

How to Apply. Qualified persons are encouraged to apply by submitting a letter of interest and resume to: Jerome T. Flynn, Executive Director, Northern District of Indiana Federal Community Defenders, Inc., 2929 Carlson Street, Suite 101 Hammond, Indiana 46323 **via email to:** sherrie_horan@fd.org.

NDIFCD is an Equal Opportunity Employer