

FEDERAL PUBLIC DEFENDER

Western District of Tennessee

Federal Defender

Tyrone J. Paylor

Assistant Federal Public Defenders

Needum Germany, AFD

Dianne Smothers, AFD

Mary C. Jermann-Robinson, AFD

David Bell, SA

Amy Laster, LRWS

Unam Peter Oh, AFD

Robert L. Thomas, AFD

Gregory Gookin, AFD

Presita West, AFD

Christopher B. Sullivan, AFD

Austin Bethany, AFD

Katelyn Jackson, AFD

Jessica J. Cotton, AFD

Memphis Office

200 Jefferson Avenue, Suite 200

Memphis, TN 38103

Main (901) 544-3895

Fax (901) 544-4355

Jackson Office

109 S. Highland, Suite 105

Jackson, TN 38301

Main (731) 427-2556

Fax (731) 427-3052

LEGAL ASSISTANT

RE-POSTING POSITION ANNOUNCEMENT #26-05

The Federal Public Defender for the Western District of Tennessee is accepting applications for the position of Legal Assistant to be stationed in the Memphis office.

Description/Duties: The Legal Assistant provides secretarial and clerical support services to the office's attorneys. The Legal Assistant's duties include, but are not limited to: formatting, proofreading, editing and electronic filing of case documents including notices, motions, memoranda, and briefs; knowing legal terminology, principles, and court procedures; maintaining clients electronic files and case history; case management under attorneys direction; preparing client correspondence; maintaining attorneys' court and office calendars; scheduling meetings between attorneys and clients; processing expert contracts; answering general telephone inquiries; and receiving and routing mail. The Legal Assistant's responsibilities also include periodic coverage for the front desk; communicating with clients as advised by the attorney; photocopying, scanning, and shredding, and other case-related duties as assigned. The Legal Assistant will be assigned to 3-4 attorneys and may be asked to assist with overflow coverage when needed.

Requirements: To qualify for this position, an applicant must be a high school graduate or equivalent, with a minimum of two years general secretarial experience and one year of specialized legal secretarial experience (criminal preferred). Education beyond high school may be substituted for some experience. Candidates should possess proficiency in word processing; proficiency at typing with a preferred minimum rate of 60 wpm; knowledge of criminal legal terminology; excellent communication skills; and a professional demeanor. The successful candidate will also have a demonstrated work history of dependability and responsibility. Our ideal candidate will be highly motivated and able to work independently and as part of a litigation team. Spanish-language skills are desirable but not required.

ADDITIONAL EXPERIENCE AND PROVEN SKILLS IN THE FOLLOWING AREAS ARE REQUIRED:

- Broad familiarity with computer programs including, but not limited to, Microsoft Outlook, Word, Excel, Adobe; familiarity with PACER, Westlaw, and LexisNexis is preferable.

- Knowledge of the criminal justice system
- Ability to exercise good judgment in a mature and diplomatic manner
- General understanding of office confidentiality issues, such as attorney/client privilege and ability to maintain such confidentiality
- Comprehensive knowledge of legal secretarial principles, practices, methods, and techniques
- Ability to identify and evaluate pertinent facts, regulations, policies, and procedures
- Skills and judgment in the analysis of prioritizing assignments

Physical Requirements: Prolonged periods of sitting at a desk are necessary and an applicant must be able to occasionally lift and or move up to 25 pounds.

Salary and Benefits. The starting salary for a Legal Assistant falls within a range of \$45,409 (Grade 6, Step 1) to \$55,882 (Grade 8, Step 1) per annum. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Direct Deposit.

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause. The position is subject to a probationary period.

How to Apply: Qualified persons may apply by submitting a letter of interest outlining their experience, resume, and three professional references. Position will remain open until filled. Submissions that are incomplete or fail to follow the instructions above will not be considered. Please send your submission to attention: Office of the Federal Defender, Western District of Tennessee, Hiring Committee - Legal Assistant 200 Jefferson Ave., Ste 200, Memphis, TN 38103.

Only those selected for interview will receive further communication. *NO PHONE CALLS PLEASE.*

The FPDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be made on a case-by-case basis.

The FPDO is a branch of the U.S. Courts, an **Equal Opportunity Employer**, and operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, nationality, religion, or disability. These positions are subject to availability of funding. Multiple positions may be filled from this announcement.