

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama

POSITION ANNOUNCEMENT
LEGAL RECEPTIONIST- Birmingham
Office Opening Date: September 11, 2015

The Office of the Federal Public Defender for the Northern District of Alabama, is accepting applications for the position of Legal Receptionist for the Birmingham, AL office. The Federal Public Defender Organization provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel. The Legal Receptionist provides legal and administrative support services to the staff of the Federal Public Defender Office.

The Legal Receptionist's duties include, but are not limited to performing legal support services by receiving clients, attorneys and other persons having business with the FPD, providing front office support, preparing legal and administrative correspondence and memoranda, maintaining office and departmental calendars, coordinating meetings and office conferences, processing mail, and arranging for the filing of court documents and deliveries.

To qualify for this position a person must be a high school graduate or equivalent, with a minimum of two years general support services experience and one year specialized experience (criminal preferred). Education above the high school level may be substituted for some experience. Candidates should possess proficiency in word processing, the ability to type accurately at a preferred minimum rate of 70 wpm, knowledge of legal terminology, excellent communication skills and a professional demeanor. Spanish language fluency is not required but is preferred

Salary is dependent on experience, qualifications and available funding. The salary range is \$31,944 - \$56,974 and is commensurate with experience. Relevant education may be substituted for experience. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer.

This position is subject to the availability of funding which is determined on a governmental fiscal year basis.

Please send a cover letter, resume and the names of three references to:

Ken L. Jones
Administrative Officer
Office of the Federal Public Defender
505 20th Street North, Suite 1425
Birmingham, AL 35203

PLEASE NO TELEPHONE OR EMAIL INQUIRIES

Application Deadline: September 25, 2015. Applications received after the closing date will not be considered.

THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY
EMPLOYER