

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

**POSITION ANNOUNCEMENT
LEGAL ASSISTANT**

The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Legal Assistant to be stationed in the Harrisburg office. The Federal Public Defender, functioning under authority of 18 U.S.C. § 3006A and the Criminal Justice Act Plan of the District, provides defense services in federal criminal cases and related matters in the federal courts. The mission of the Federal Public Defender's Office is to provide legal services of the highest quality to those unable to afford counsel.

JOB DESCRIPTION: Professionally and competently draft, edit, proof, and finalize various correspondence, pleadings, appellate briefs, and other legal office documents and forms. Front desk reception and mail duties; screen calls; file documents via electronic court filing; maintain attorney calendars; open/close case file management; photocopying; scanning; trial preparation; and all other secretarial duties and backup as assigned.

REQUIREMENTS AND QUALIFICATIONS: Applicants must possess a passion and commitment to equal justice under the law and a desire to work on a legal team devoted to the zealous representation of the indigent. This position requires strong attention to detail, excellent proofreading, organizational, and time management skills. The successful candidate will be a team player with a commitment to excellence, possess the ability to produce quality work under pressure, and the ability to perform duties cooperatively and follow office policies and procedures. Minimum 3 years legal assistant experience; high school graduate or the equivalent; must have working knowledge of law office operations, legal practices, methods, and techniques; and computer proficiency in MS Office (Word, PowerPoint, Excel) and Adobe Acrobat. Spanish fluency is a plus, but not required.

SALARY AND BENEFITS: Position is full-time permanent with federal salary and benefits. Entry level JS-6 (\$36,792) with promotion potential to JS-8 (\$45,280). Salary depends on qualifications and experience and is subject to mandatory direct deposit of net pay. Employees of the Federal Defender are members of the judicial branch of government. They are considered at will and are not covered by the Civil Service Reform Act. Selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY: Interested qualified persons should apply by forwarding a letter of interest and resume to:

Federal Public Defender's Office
Attention: Legal Assistant
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

Position opened until filled. Priority will be given to applications received by April 28, 2017.

No telephone calls or e-mails please.

The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.