

FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF NORTH CAROLINA

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Position Announcement **LEGAL ASSISTANT TO THE DEFENDER** Office of the Federal Public Defender Western District of North Carolina (Charlotte Office)

THE FEDERAL PUBLIC DEFENDER, Western District of North Carolina, is accepting applications for the position of Legal Assistant to the Defender to be stationed in the Charlotte office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements. To qualify for the position of Legal Assistant to the Defender, a person must be a high school graduate or the equivalent and must have a minimum of five years of related experience (two years general and three years specialized). Education above high school level in accredited institutions is preferred and may be substituted for general experience. Applicants must be a U.S. citizen or eligible to work in the U.S. Appointment is subject to a satisfactory background investigation, including an FBI fingerprint check.

Duties. This position provides executive-level legal and administrative support to the Federal Public Defender. Prepares necessary reports, gathers information from files and other readily available sources and obtains factual information that may involve research and/or contact with other offices and agencies. Compiles and completes data for administrative and public reports, bulletins, questionnaires, and other documents; prepares moderately complex worksheets and tables from standardized data; and prepares simple statistical summaries. Also provides case-related support such as calendaring, client communication, case file organization, and document drafting. The candidate will also be performing other related support duties as assigned.

Selection Criteria. The successful applicant will have strong communication skills and the ability to prioritize and organize tasks. A demonstrated strong working knowledge of the Microsoft Office suite is required including intermediate to advanced skills with Excel, Word, and PowerPoint. A working knowledge of Microsoft Access is desirable. Project management experience is desired.

Salary and Benefits. Starting salary will be commensurate with experience and qualifications of the applicant, within a range from Grade level 8, Step 1 to Grade level 10, Step 1. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include the same benefits as other federal

government employees including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by forwarding a letter of interest (mentioning which office you are applying for) and résumé to: WDNCapplication@fd.org. **No phone calls, please.**

For applicants with disabilities, this organization provides reasonable accommodations which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, please submit the request in writing to WDNCapplication@fd.org.

Position announced July 14, 2017; open until filled. Applications received by July 28, 2017 will be given priority consideration.

Federal Public Defender is an equal-opportunity employer.