

FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF NORTH CAROLINA

129 West Trade Street
Suite 300
Charlotte, NC 28202
(704) 374-0720
Fax (704) 374-0722



1 Page Avenue
Suite 210
Asheville, NC 28801
(828) 232-9992
Fax (828) 232-5575

Position Announcement RECEPTIONIST Asheville Office

THE FEDERAL PUBLIC DEFENDER, Western District of North Carolina, is accepting applications for the position of receptionist to be stationed in the Asheville 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 Receptionist, a person must be a high school graduate or the equivalent and must have a minimum of two years of related general experience. Education above high school level in accredited institutions may be substituted for general experience. The ability to speak Spanish is highly desirable. Applicants must be U.S. citizens 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 a variety of front-desk clerical support services to the office staff. As such, duties include: receiving, screening, and referring or directing telephone calls; answering general inquires and providing basic information; screening collect calls from incarcerated defendants; furnishing information to clients, members of the general public, court personnel, and the bar regarding staff availability and/or court schedules; greeting and directing visitors; receiving and routing mail and deliveries; arranging for courier or express mail service; processing outgoing mail; delivering court documents and other documents as appropriate; assisting with word processing tasks and other assignments; and operating office equipment.

Selection Criteria. As this office is a paper-light working environment, strong office automation skills are desirable, including experience with maintaining electronic case files, scanning, and utilizing document management and conversion software.

Salary and Benefits. Starting salary will be commensurate with experience and qualifications of the applicant, within a range from \$32,844 (\$15.79 per hr.) to \$52,893 (\$25.43 per hr.). 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 position you are applying for) and résumé to: WDNCAapplication@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 WDNCAapplication@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.