

# FEDERAL PUBLIC DEFENDER

## Western District of Tennessee

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### POSITION ANNOUNCEMENT 18-05

#### LEGAL ASSISTANT

The FEDERAL PUBLIC DEFENDER for the Western District of Tennessee is accepting applications for a *Legal Assistant* to be stationed in Memphis. More than one position may be filled from this announcement.

**Description:** The Legal Assistant provides support to the attorneys. This position requires advanced knowledge of legal terminology; work and information processing software; proficiency with case management technology; and an understanding of district and circuit court rules and protocols. Also required is editing and proofreading documents, cite checking, assembling materials for filing; handling telephone and in-person callers; screening and routing incoming mail and preparing correspondence. Calendars for the attorneys must be maintained, and meetings and phone conferences arranged.

The candidate will have a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; exercise good judgment; have a general knowledge of office protocols and secretarial processes; analyze and recommend practical solutions; be proficient in Microsoft Word and Adobe Acrobat; have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, and the public. Must possess excellent communication and interpersonal skills, and be self-motivated while also excelling in a fast paced team environment. Spanish fluency is desirable, but not required. Appointment is subject to a successful fingerprint check.

**Salary and Benefits:** Starting salary ranges from \$36,611 to \$45,056 commensurate with experience and qualifications. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds, as well as a one-year probationary period.

**How to Apply:** Qualified persons may apply by sending a letter of interest, resume, and three references to the Office of the Federal Public Defender, Attn: Hiring Committee, 200 Jefferson Ave., Suite 200, Memphis, TN 38103 no later than November 24, 2017. Only those selected for an interview will be contacted. NO PHONE CALLS PLEASE.

*The Office of the Federal Public Defender Organization is an equal opportunity employer.*