

Federal Public Defender
Western District of Washington

POSITION ANNOUNCEMENT
LEGAL ASSISTANT/SENIOR LEGAL ASSISTANT

POSITION #: 2017-1-LEGAL ASSISTANT – SEATTLE, WA
Announcement Date: January 9, 2017
Closing Date: January 31, 2017; open until filled

The Federal Public Defender for the Western District of Washington is seeking a qualified Legal Assistant/Senior Legal Assistant for their main office in Seattle. The Federal Public Defender provides quality legal representation in federal criminal cases and related matters in federal court. Further information about the office is available at <http://waw.fd.org>.

This position provides executive level secretarial and clerical support services to the Federal Defender and staff attorneys representing indigent persons charged with criminal offenses in the United States District Court and the United States Court of Appeals for the Ninth Circuit.

Duties will include, but are not limited to: word processing; proofreading and editing drafts, pleadings, briefs, and correspondence; electronic court filing; accurately maintaining up-to-date court calendars, records, discovery, and case files from opening to final disposition.

The ideal candidate will possess excellent word processing skills; the ability to prioritize assignments and effectively communicate with assigned attorneys, other staff, court agency personnel, and the public (including clients and client families); proficiency in Microsoft Word, Excel, and Adobe Acrobat; knowledge of legal terminology and proper case citations; a comprehensive understanding of legal secretarial principles, practices, methods, and techniques as well as district and circuit court rules, protocols and policies; a demonstrated work history of dependability and responsibility; and an interest in indigent criminal defense.

To qualify for this position, a person must be a high school graduate or the equivalent and possess a minimum of two years specialized experience as a legal assistant performing progressively responsible duties. Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants selected for interviews will be tested.

This is a full-time position contingent on federal funding. The starting salary range for this position is from JS 7/1 \$43,930 to JS 9/1 \$53,735 depending on qualifications and experience. Payment by direct deposit is required. The following federal government benefits apply: health and life insurance, flexible spending accounts, retirement benefits, and a thrift savings program. Federal Public Defender employees are considered “at-will” and are not covered by the Civil Service Reform Act. Employment will be considered provisional pending the successful outcome of a fingerprint check.

Qualified persons may apply by submitting a letter of interest, resume and two work references (including names, addresses, and telephone numbers) to the email address shown below. Please note the position number you are applying for in the email subject line.

wawpersonnel@fd.org

NO INQUIRIES PLEASE.

The Federal Public Defender is an equal opportunity employer and values diversity in the work place.