

LEGAL ASSISTANT

Announcement Number: 2014-3-LA

Court Name: Federal Public Defender, Western District of Arkansas

City: Fayetteville **State:** AR **Court Website:** <http://arw.fd.org/>

Permanent Position: YES

Position Location: Fort Smith Branch Office

Starting Salary Min: \$35,256

Starting Salary Max: \$43,389

Open Until Filled: YES – However, preference will be given to applicants who have submitted all of the required materials on or before close of business on FRIDAY, APRIL 18, 2014.

Position Description: The Federal Public Defender Office for the Western District of Arkansas, operating under authority of the Criminal Justice Act, 18 U.S.C. 3006A to provide defense services in federal criminal matters in the federal courts, is seeking a Legal Assistant. This position is based in the Fort Smith, Arkansas office, with occasional travel possible.

Legal Assistants provide secretarial and clerical support to two or more attorneys; maintain attorneys' calendars of court settings and filing deadlines; answer general telephone inquiries regarding attorneys' activities; maintain attorneys' case files; prepare legal documents, briefs, and general correspondence; review outgoing documents for accuracy; perform conflict checks; file, photocopy, and route mail; and perform other duties as assigned.

Qualifications: To qualify for an entry-level position, a candidate must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience in a position of similar capacity. Some higher education may be substituted for experience requirements. Candidates must possess excellent communication and interpersonal skills, and be self-motivated and capable of working in a high-volume, fast-paced law office with the ability to handle interruptions throughout the day. The successful candidate will also have a demonstrated work history of dependability and responsibility. All candidates must be highly proficient with the use of a computer and other office equipment. Advanced word-processing skills, a demonstrated ability to analyze and apply relevant policies and procedures, and law office experience and/or work with indigent clients is preferred. Spanish-language fluency is a plus.

Benefits: Employees are considered at-will and not covered by the Civil Service Reform Act. It is full-time graded position with federal salary based on qualifications and experience. The starting salary range is between \$35,256 to \$43,389 and will be based on education and experience consistent with federal guidelines and regulations. This position is subject to mandatory Electronic Funds Transfer (direct deposit) and includes federal benefits. Employment will be considered provisional pending the successful outcome of a background check. This position is dependent on federal funding. Further information about the job and the office is available at <http://arw.fd.org>.

How To Apply: Required application materials include a letter of interest, resume, salary history, and three professional references. Completion of a Judicial Application will be required if selected as the successful candidate.

Only applications containing all required materials will be considered and only those selected for an interview will be contacted. Materials should be sent by email to: Jennifer_Beaver@fd.org. NO TELEPHONE INQUIRIES PLEASE. The Federal Public Defender is an equal opportunity employer.