

## FEDERAL PUBLIC DEFENDER

SOUTHERN DISTRICT OF ILLINOIS

**PHILLIP J. KAVANAUGH**  
FEDERAL PUBLIC DEFENDER

TELEPHONE: (618) 482-9050  
FAX: (618) 482-9057

**March 8, 2012**

650 MISSOURI AVENUE, SUITE G10A  
EAST ST. LOUIS, ILLINOIS 62201

401 WEST MAIN STREET  
BENTON, ILLINOIS 62812

### **Career Opportunity**

Temporary Part Time Legal Secretary or Clerical Assistant

Vacancy Announcement Number: FY12-01

Date Posted: March 8, 2012      Closing Date: March 26, 2012  
Expected Entry on Duty date: 5/7/2012

**This is a temporary position for one year and one day.**

The Federal Public Defender for the Southern District of Illinois is accepting applications for the position of **Part Time Legal Secretary or Clerical Assistant** to be stationed in East St. Louis, Illinois the successful candidate will work a total of 40 hours bi-weekly. 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.

#### **Legal Secretary**

**Requirements:** To qualify for entry level legal secretary, a person must be a high school graduate or equivalent and have at least two years of general experience and one year of specialized experience; some higher education may be substituted for experience. Personal-computer skills, advanced word-processing skills are required, law-office experience is preferred, Spanish-language fluency a plus.

**Duties:** Primary duties of the legal secretary include word processing, record keeping, filing, photocopying, routing mail, answering and routing telephone calls, personal interaction with clients, the public and court personnel, taking documents to the courthouse and other duties as assigned.

**Salary:** The starting salary for the position will be fixed commensurate with the experience and qualifications of the applicant withing a range from JSP 6 Step 1 to JSP 8 Step 1 currently yielding \$17,453.50 to \$21,480.00 per annum.

#### **Clerical Assistant**

**Requirements:** To qualify for entry level clerical assistant, a person must be a high school graduate or equivalent and have at least one year of general experience some higher education may be substituted for experience. Personal-computer skills, advanced word processing skills are required, law-office experience is preferred, Spanish-language fluency a plus.

**Duties:** Primary duties of the clerical assistant include answering and routing telephone calls, taking and delivering messages, receiving visitors, photocopying, word processing, file room assistance, personal interaction with clients, the public, and court personnel, taking documents to the courthouse and other duties as assigned.

**Salary:** The starting salary for the position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP 4 Step 1 to JSP 7 Step 1 currently yielding \$13,995.00 to \$17,453.50 per annum.

### **Benefits**

This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Excepted appointments are at will and can be terminated with or without cause. Employment is subject to a satisfactory background investigation including an FBI fingerprint check. Optional federal benefits include health benefits, life insurance, disability insurance, dental/vision insurance and long term care. Pro rated annual and sick leave accrual. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay.

### **Procedures for Applying**

Applicant should forward a resume along with three references (including name, address, phone number and relationship) who have knowledge of applicant's work history to:

ATTN: Laura Wildermuth  
Federal Public Defender's Office  
650 Missouri Avenue, Suite G10-A  
East. St. Louis, IL 62201

**Please do not call, email or fax application materials. Application must be received by the closing date. Incomplete application materials will not be considered. Applicants may be asked to participate in proficiency tests.**

Applicant must be a U.S. Citizen or eligible to work in the United States. New selectees are subject to a background check including an FBI fingerprint check, retention depends upon favorable suitability determination. Resumes will be screened and only applicants selected for interview will be contacted.

The Federal Public Defender reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Federal Defender may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request

**The Federal Public Defender for the Southern District of Illinois is an  
Equal Opportunity Employer.**