

**FEDERAL PUBLIC DEFENDER
Middle District of Pennsylvania**

POSITION ANNOUNCEMENT

LEGAL SECRETARY - CAPITAL HABEAS UNIT

The Office of the Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Legal Secretary for its Capital Habeas Unit in its HARRISBURG Office. A Capital Habeas Legal Secretary provides support services to attorneys, investigators, and paralegals in the representation of state death-sentenced inmates in federal habeas corpus proceedings.

JOB DESCRIPTION: Producing legal documents, appellate briefs, and correspondence in final form; scanning; photocopying and organizing documents; proofreading and editing material as directed; assembling and attaching supplemental material as required; assisting in the electronic filing process; and maintaining the team's calendar and case files as directed. The Legal Secretary also receives, screens, and refers telephone and in-person callers; screens incoming mail; handles routine matters as authorized; reviews outgoing mail for accuracy; and maintains correspondence control records. The Legal Secretary performs other administrative and clerical duties as assigned.

REQUIREMENTS AND QUALIFICATIONS: To qualify, an applicant must be a high school graduate or the equivalent and have two (2) years general experience and one (1) year of specialized experience, preferably in criminal, appellate and/or federal practice. Position requires ability to effectively communicate orally and in writing and work well with others. Must have exceptional interpersonal and organizational skills and an eye for detail. Able to work quickly and accurately within a limited time frame, work with minimal supervision, handle a number of tasks simultaneously, and an ability to exercise mature judgment. Familiarity with legal terminology, court rules, and protocol required. Computer literacy, including knowledge of WordPerfect 9.0 or equivalent, is required and experience with organizing and manipulating scanned documents is helpful. Fluent in Spanish and/or experience with vulnerable or mentally ill populations a plus. The selected candidate will be subject to a background check as a condition of employment.

SALARY: Salary is based on experience and within federal guidelines. Full federal benefits.

APPLICATION DEADLINE: Applications must be received no later than March 16, 2012.

HOW TO APPLY: Interested candidates should submit a cover letter and resume to:

Lisa Zerby, Administrative Officer
Federal Public Defender's Office
Attention: Legal Secretary
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

No telephone calls or e-mails please.

The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.