

**Federal Public Defender
for the Middle District of Florida**

Position Title: Temporary (WAE) Clerical Assistant
Position not to exceed 9/30/2012, and is not entitled to Federal Benefits.

Duty Station: Orlando, Florida

Grade / Salary Range: Grade 5

Qualifications: The Clerical Assistant provides a variety of clerical support services to the staff of a defender organization. Must be a high school graduate. Must have prior experience working in an professional office environment.

Additional Experience and Proven Skill in the following areas:

The Clerical Assistant performs tasks such as the following:

1. Assists with word processing tasks and assignments. Types memoranda, correspondence, reports and other documents. Retrieves, formats and revises documents. Scans documents using Adobe program.
2. Receives and routes incoming mail and deliveries. Arranges for courier or express mail service. Oversees outgoing mail.
3. Organizes the file room; ensures that files are properly closed and stored. Retrieves files as requested. Maintains records and inventories on closed files. The individual must occasionally lift and/or move up to 25 pounds. The individual is frequently required to stand, walk and reach with hands and arms.
4. Ability to take and receive a large volume of calls from clients and their family, tactfully and in a professional manner. This individual must be able to handle and set up client appointments through the various prison facilities.
5. Operates the facsimile machine, copier, and other shared office equipment. Routes incoming facsimile transmissions.
6. Receives deliveries. Inventories, distributes or stores items received.
7. Files documents with the court and makes deliveries to various court agencies and law firms.
8. Photocopies legal documents and case materials.
9. Serves as Receptionist as required.
10. The individual is regularly required to sit and talk or hear. Ability to deal well with others is a must.
11. Performs all other duties as assigned.

Information for Applicants: Deadline to submit applications is **FRIDAY, APRIL 13, 2012.**

Send a **PDF** format of cover letter with resume, three professional references via email. Submit applications to:

Federal Public Defender
Attn: Martha Lugo, Secretary to FPD
400 N. Tampa Street, Suite 2700, Tampa, FL 33602
martha_lugo@fd.org

Phone inquiries can be directed to Ms. Lugo at (813) 228-2715.

The Federal Public Defender's office is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is Based on Experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation, therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Ms. Lugo at (813) 228-2715. The decision on granting reasonable accommodations will be made on a case by case basis.

POSTING DATE: April 9, 2012 to April 13, 2012, 5:00 p.m. E.S.T.