

POSITION ANNOUNCEMENT

Federal Public Defender's Office
Middle District of Pennsylvania

CLERICAL ASSISTANT Harrisburg, Pennsylvania

The Office of the Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of **Clerical Assistant** to be stationed in its **Harrisburg Office**. The Federal Public Defender, functioning under authority of 18 U.S.C. § 3006A(g)(2)(A) and the Criminal Justice Act Plan of the District, provides federal criminal defense services to individuals unable to afford counsel.

JOB DESCRIPTION: The Clerical Assistant assists with typing legal correspondence, answers the telephone, receives and routes incoming mail and deliveries, organizes and maintains closed case files, operates shared office equipment, files documents with the court and makes deliveries to various court agencies, and photocopies legal documents.

REQUIREMENTS AND QUALIFICATIONS: To qualify, an applicant must be a high school graduate or the equivalent and must have at least one year of general experience performing secretarial tasks. An applicant must be a motivated, responsible individual with excellent organizational and communication skills and an ability to function independently. Excellent typing and transcribing skills needed. WordPerfect experience required. The selected candidate will be subject to a background check as a condition of employment.

SALARY: Under the Judiciary Salary Plan, the starting salary range is \$27,990 (4/1) to \$34,907 (6/1) based on experience and within federal guidelines. Full federal benefits.

APPLICATION DEADLINE: Submit resume and cover letter by **April 20, 2012**, to:

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

(No Telephone Inquiries Please)

AN EQUAL OPPORTUNITY EMPLOYER