

FEDERAL PUBLIC DEFENDER

POSITION ANNOUNCEMENT

CLERICAL ASSISTANT

The Office of the Federal Public Defender, Middle District of Tennessee, is accepting applications for the position of a full-time clerical assistant in the Capital Habeas Unit in Nashville, Tennessee.

To qualify for the position of clerical assistant, a person must be a high school graduate or equivalent and possess a minimum of one year of general experience. Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year will equal to nine months of experience.

The applicant should possess a general understanding of office confidentiality issues, such as attorney-client privilege; the ability to analyze and apply relevant policies and procedures to office operations; the ability to exercise good judgment in a mature and diplomatic manner; the ability to communicate orally and in writing; a general knowledge of office practices and secretarial processes; the ability to recognize and analyze problems and recommend practical solutions; the ability to use a personal computer; and the skills and ability to execute the duties of the position.

The clerical assistant's duties include heavy word-processing, file room maintenance, photocopying legal documents and case materials, receiving visitors, answering and routing telephone calls, taking and distributing messages, and all other duties as assigned.

The salary range is \$27,990 - \$38,790 (JS 4/1 - 7/1). This is a full-time permanent position with federal benefits. Salary is dependent upon qualifications and experience. Relevant education may be substituted for experience. This position is subject to mandatory Electronic Funds Transfer (direct deposit) of net pay. Appointment is subject to a satisfactory background investigation including an FBI fingerprint check. Federal government benefits apply, including health, life and long-term insurances, thrift savings program, and flexible spending accounts. Employees of the Federal Defender are members of the judicial branch of government. They are considered "at-will" employees and are not covered by the Civil Service Reform Act.

Please no telephone inquires or faxes. To apply send a cover letter, resume, and three references by mail to:

***Deborah R. Hampton, Administrative Officer
Office of the Federal Public Defender
810 Broadway, Suite 200
Nashville, Tennessee 37203***

Application deadline: April 27, 2012

The Office of the Federal Public Defender is an Equal Opportunity Employer. Women and minorities are encouraged to apply.