

POSITION ANNOUNCEMENT # 2012-02
Senior Legal Assistant

The Federal Public Defender for the District of Vermont is accepting applications for the position of Senior Legal Assistant. The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A, to provide defense services to indigent persons in federal criminal cases upon appointment by the United States District Court.

Requirements: The successful candidate will be a college graduate, with at least four years of legal assistant or professional business experience, have advanced knowledge of legal terminology and citation, and have an understanding of district and circuit court rules and protocol.

Duties: The Senior Legal Assistant provides secretarial and clerical support to three attorneys, is responsible for record keeping, filing, photocopying, proof reading, calendaring, routing mail, and has receptionist and administrative duties in the areas of personnel and procurement. The position requires extensive use of Lotus Notes, Word Perfect, and Excel. Applicants should possess advanced skills using these programs or equivalents.

Selection Criteria: The successful candidate will be organized, accurate, attentive to detail, will possess the ability to work independently and as part of a team, and must be able to set priorities and meet critical deadlines.

Salary and Benefits: Starting salary commensurate with experience and qualifications: \$47,448 - \$52,192. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position includes employment benefits such as health and life insurance. Salary is payable only by direct deposit. The successful candidate will be subject to an FBI background check as a condition of employment.

How to Apply: Qualified persons are invited to apply by electronically submitting a cover letter and a resume with three professional references to Kristen Bures, Administrative Officer, at Kristen_Bures@fd.org. This position is subject to the availability of funds.

Applications must be received by Monday, July 9, 2012.

**The Federal Public Defender for the District of Vermont
Is an Equal Opportunity Employer.**