

FEDERAL PUBLIC DEFENDER

SOUTHERN DISTRICT OF WEST VIRGINIA

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POSITION ANNOUNCEMENT 12-01

RECEPTIONIST

The Federal Public Defender for the Southern District of West Virginia, at Charleston, West Virginia, is accepting applications for the full-time, permanent position of Receptionist. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts. All employees of the Federal Public Defender Office are “at-will,” and as such can be terminated with or without cause by the Federal Public Defender at any time. All employees of the Federal Public Defender Office are also subject to fluctuations in workload and funding of the federal defender office.

Requirements: To qualify for entry level, a person must be a high school graduate, or the equivalent, and have at least two years of general clerical experience. Education above the high school level in accredited institutions may be substituted for some experience. Candidates must possess proficiency in WordPerfect X4; the ability to type quickly and accurately at a preferred minimum rate of 70 wpm; the ability to exercise good judgment in a mature and diplomatic manner; the ability to communicate well both orally and in writing; a general knowledge of office practices and secretarial processes; and the ability to recognize and analyze problems and recommend practical solutions. Prefer candidates with experience in a legal environment.

Duties: The receptionist provides a variety of front-desk and clerical support services to the staff of the federal defender organization including, but not limited to, receiving, screening and directing telephone calls; greeting visitors; keeping track of staff arrivals, departures, and destination; furnishing information to clients, members of the general public, court personnel and the bar; assisting with word processing tasks and recording of statistical data; and receiving and routing incoming mail and deliveries and outgoing mail.

Salary and Benefits: This is a full-time position and federal salary and benefits apply. Salary commensurate with experience with a range from JSP 5, Step 1, to JSP 7, Step 1, currently yielding \$31,315 to \$38,790 per annum. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

How to apply: Qualified persons may apply by forwarding a letter of interest, resume, and three professional references to:

Kimberly L. Lancaster, Administrative Officer
Federal Public Defender Office, SDWV
300 Virginia Street East, Room 3400
Charleston, WV 25301
Kim_Lancaster@fd.org

This position is open until filled. The selected candidate will be subject to a background check as a condition of employment.

The Federal Public Defender is an Equal Opportunity Employer