

VACANCY ANNOUNCEMENT

LEGAL ASSISTANT

POSITION #: 2013-01-TSEC
ANNOUNCED: September 19, 2013
CLOSES: September 30, 2013

The Federal Public Defender for the Western District of Pennsylvania is seeking applicants for a Legal Assistant position in its *PITTSBURGH HEADQUARTERS*.

DUTIES: Responsibilities include, but are not limited to, typing and filing of legal material and general correspondence, processing of attorney mail, record keeping, maintaining attorney calendars and case files, photocopying/scanning, electronic filing of pleadings, client and family contact, scheduling matters with the court and other parties, case management, and other duties as assigned.

SKILLS REQUIRED: Candidates should possess excellent communication and interpersonal skills, as well as a working knowledge of legal terminology and court procedures, and the proficient use of WordPerfect or Microsoft Word. Legal Secretarial experience is preferred. The applicant may be tested on software, knowledge and typing skills at the interview phase. Spanish language is helpful, but not required.

EXPERIENCE REQUIREMENTS: The applicant must be a high school graduate or the equivalent, with a minimum of three years relevant experience. Salary based on experience and within federal guidelines.

HOW TO APPLY: Interested candidates should submit a cover letter and resume immediately, but no later than September 30, 2013, by email to paw_employment@fd.org. Please reference "2013-01-TSEC" in the subject line.

*The Federal Public Defender is an Equal Opportunity Employer;
Women and Minorities are encouraged to apply.
Position is subject to mandatory direct deposit.
The successful candidate will be subject to a background check.
Hiring is dependent upon funding.
Only those chosen for an interview will be contacted.*