

OFFICE OF THE FEDERAL DEFENDER

EASTERN DISTRICT OF TEXAS
110 NORTH COLLEGE, SUITE 1122
TYLER, TEXAS 75702

G. PATRICK BLACK
FEDERAL DEFENDER

(903) 531-9233
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Position Announcement

LEGAL ASSISTANT

The Federal Public Defender for the Eastern District of Texas is now accepting applications for a Legal Assistant located in Beaumont, Texas.

DUTIES: Responsibilities include, but are not limited to, legal assistant duties requiring knowledge of office clerical skills, such as telephone and receptionist duties, typing and filing of legal material and general correspondence, processing of mail, record keeping, maintaining attorney calendars and case files, electronic filing of pleadings, client and family contact, scheduling matters with the court and other parties, case management, preparation of vouchers, making travel arrangements, photocopying/scanning and other related duties as assigned. Applicant must be able to prioritize and handle multiple tasks.

SKILLS REQUIRED: This position requires excellent typing and proofreading skills. Candidate must possess excellent communication and interpersonal skills, as well as a working knowledge of legal terminology, and proficient use of WordPerfect and Windows. Good organizational skills, attention to detail, initiative, and ability to meet deadlines should all be demonstrated by applicant's work history. Must be dependable, responsible and a team player.

EXPERIENCE REQUIREMENTS: Minimum three years experience; two years general secretarial experience and one year legal secretarial experience, criminal preferred. Must be a high school graduate or equivalent. Education above the high school level may be substituted for some experience.

BACKGROUND CHECKS: Selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

SALARY: JSP 6 to JSP 8. Commensurate with experience and qualifications. Position is subject to EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION: Send resume and references by October 14, 2013, to Patrick Black, Federal Public Defender, 110 North College, Suite 1122, Tyler, Texas 75702. No phone calls.

*The Office of the Federal Defender for the Eastern District of Texas
is an Equal Opportunity Employer.*

