

LEGAL SECRETARY

Federal Public Defender Northern District of Texas Lubbock, Texas

Responsibilities include, but are not limited to the following: clerical duties to include telephone and receptionist duties, typing and filing of legal and general correspondence, proofreading, editing, and drafting (under attorney direction) legal documents, calendaring, and case management documentation and data base entry responsibilities. Requires excellent interpersonal skills and ability to prioritize and multitask. Word processing using word perfect software. Spanish language fluency preferred. Full-time position with salary commensurate with experience (grade range is JS 6-1 to JS 8-1) and federal benefits.

Send resume, current and/or past employer information including phone number, and salary history to Richard Anderson, Federal Public Defender, 525 Griffin St., Suite 629, Dallas, Tx 75202. No phone calls. **Closing on 11/13/2009.** Applications received will be considered 90 days after position filled, should a vacancy occur. Direct Deposit required. Mandatory fingerprints and background check. Minorities and women are encouraged to apply. Equal Opportunity Employer. See website for further description: <http://txn.fd.org>

