

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

District of Colorado

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District of Wyoming

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POSITION ANNOUNCEMENT – LEGAL ASSISTANT

The Federal Public Defender, Districts of Colorado and Wyoming, seeks a full-time legal secretary for the Denver, Colorado office. The office operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and prosecuted in our federal courts.

Job Description: The legal assistant provides secretarial and clerical support to staff attorneys representing indigent persons charged with criminal offenses in the United States District Court and the Tenth Circuit Court of Appeals. The office environment is collaborative, positive, and client-centered.

Duties include, but are not limited to: performance of a full range of legal secretarial functions; edit and proofread initial drafts of motions and briefs utilizing knowledge of legal terminology; generate table of contents and table of authorities for briefs; prepare correspondence and pleadings for attorneys; prepare pleadings indexes; maintain court and attorney calendars; arrange meetings or telephone calls between attorneys and clients; organize case files and handle case management functions as assigned; receive and route incoming telephone calls and mail; deliver and pickup documents from court.

Requirements and Qualifications: To qualify for this position, a candidate must be a high school graduate or equivalent and have a minimum of two years of general office experience and two years of legal assistant experience. Applicants must be team-oriented. Proficiency in Word 2013, Excel 2013, CM/ECF, and electronic case filing is required. Applicants should type 70+ WPM with minimal errors and have strong proofreading skills, the ability to prioritize and multitask, and familiarity with legal terminology. Experience in criminal litigation and marking and generating table of contents and authorities is strongly preferred.

Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply: Qualified individuals should submit a letter of interest and resume in .pdf format to:

Kim W. Bechard, Administrative Officer
employment@cofped.org
Subject Reference: Legal Assistant Position - Denver

Interviews will be conducted in person. Cost of travel must be incurred by the applicant. This position is subject to the availability of funds. **Posted June 15, 2017 - open until filled.** NO PHONE CALLS PLEASE

The Federal Public Defender is an equal opportunity employer.