

**POSITION ANNOUNCEMENT 2018-03**

**SECRETARY TO THE DEFENDER**

**WESTERN DISTRICT OF ARKANSAS**

The Federal Public Defender for the Western District of Arkansas is accepting applications for a secretary to the Defender to be stationed in Fayetteville. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The secretary to the Federal Public Defender (FPD) provides executive level secretarial and clerical support services.

**Requirements.** The secretary to the Defender must have a comprehensive knowledge of legal secretarial duties in a legal environment, experience as a secretary or legal assistant performing progressively responsible duties; and the skill and judgment in the analysis of assignments. The appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check. The position is also subject to a twelve (12) month probationary period.

**Duties.** The secretary to the Defender acts as a liaison between the Defender, clients, other staff and the public sector. Routes or initiates responses to phone calls and incoming mail on behalf of the Defender. Utilizes advanced knowledge of legal terminology, *WORD* and information processing software. Understands district and circuit court rules and protocols. Edits and initially drafts, documents for filing and mailing. Provides support for case preparation, (e.g., files cases electronically, prepares and coordinates exhibits, organizes discovery, etc.) Arranges Defender's schedule and court calendar, as well as the office calendar, which may include business itineraries for the Defender, reserving plane tickets, auto rental, hotel lodging, etc. Assigns new cases to Assistance Federal Public Defenders and performs all other duties as assigned.

**Selection Criteria.** The successful applicant will meet the requirements contained in this announcement and possess prior work experience to perform the duties of this position.

**Salary and Benefits.** The salary will be commensurate with experience and knowledge, skill and abilities to perform this job. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

**How to Apply.** Qualified persons may apply by sending via email a letter of interest, resume, salary history and three (3) references. Send the requested information to [Kathy\\_Swanson@fd.org](mailto:Kathy_Swanson@fd.org). Open until filed, preference will be given to applications received by June 15, 2018.

**The Office of the Federal Public Defender is an equal opportunity employer.**