

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

District of Wyoming

214 W. Lincolnway, Suite 31A
Cheyenne, WY 82001
Phone: 307-772-2781
Fax: 307-772-2788

Virginia L. Grady, Federal Public Defender
Warren R. Williamson, First Assistant
Veronica S. Rossman, Senior Counsel
O. Dean Sanderford, Chief, Appeals

District of Colorado

633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
Fax: 303-294-1192

POSITION ANNOUNCEMENT – LEGAL ASSISTANT TO THE DEFENDER

The Federal Public Defender, Districts of Colorado and Wyoming, seeks a full-time Legal Assistant to the Defender 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 to the Federal Public Defender provides executive-level secretarial and legal assistant support services to the Federal Public Defender and others as assigned.

Duties include, but are not limited to, executive assistant functions: arrange Defender's schedule and court calendar; assist in the planning of meetings and conferences; analyze data and prepare reports utilizing Excel, PowerPoint, PACER, and timekeeping software; prepare simple statistical summaries; compose routine correspondence; perform general file maintenance; manage phone calls and mail on behalf of the Defender.

Duties also include legal assistant functions: edit and proofread initial drafts of motions and briefs utilizing knowledge of legal terminology; generate table of contents and table of authorities; 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; 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 three years of executive/legal assistant experience. The successful candidate must be detail-oriented, able to work speedily and accurately within a limited timeframe, able to work independently, and have a performance history of professionalism and confidentiality.

Fluency in Word 2013, Excel 2013, PACER and CM/ECF is required. Applicants should have strong typing and proofreading skills, an acuity for numbers, the ability to prioritize and multitask, and an aptitude to quickly learn new software. Experience in the federal court system, criminal litigation, and data analytics 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 within a range JSP-8 to JSP-10 currently yielding \$49,820 to a maximum of \$78,779 per year. 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@cofpd.org

Subject Reference: Legal Assistant to the Defender 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 February 22, 2018 - open until filled.** NO PHONE CALLS PLEASE

The Federal Public Defender is an equal opportunity employer.