

**Federal Public Defender Office  
Middle District of Florida**

**Position Title:** Receptionist #2018-017

**Duty Station:** Jacksonville, Florida

**Grade/Salary Range:** Grade 5 - Grade 7 (Positions are subject to the availability of Federal funds.)

**Description/Qualifications:** The Receptionist provides a variety of front desk and clerical support services to the office's attorneys and staff. The receptionist duties include, but are not limited to receiving, screening, and referring or directing telephone calls for the Jacksonville Office. Answering general inquiries and providing information according to available reference material; greeting and directing visitors, and all other duties as assigned. The incumbent will possess basic knowledge of office practices and procedures and will understand and exercise care regarding attorney / client privileged and confidential information. This position also assists with legal assistant duties. Spanish speaking preferred.

Candidates should possess excellent communication and interpersonal skills, a professional demeanor, as well as the proficient use of Microsoft Word, Adobe, experience with handling a high volume telephone switchboard and familiarity with using the Internet is highly desirable. Must have the ability to maintain the office main calendar, schedule meetings between attorneys and clients, receive and route incoming and outgoing mail, assist with library / file room maintenance, and photocopying, scanning and other related duties as assigned. Proficiency in Spanish language is valued and required. Final candidates may be subject to a skills test.

To qualify for this position, a person must be high school graduate or equivalent, with a minimum of two years relevant experience.

**Deadline to submit an application is FRIDAY, May 18, 2018, 5:00 p.m. E.S.T.**

To Apply submit in PDF format a cover letter, a resume and names of three professional references via email to:

**Federal Public Defender Office  
Attn: Martha Lugo, Personnel Administrator  
martha\_lugo@fd.org**

**All emailed documents must be in PDF format. Documents emailed in Word/WP, HTML, TIFF or links to web sites will not be considered. Phone inquiries can be directed to Ms. Lugo at (813) 514-4215.**

The Federal Public Defender's office is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is based on experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation, therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Ms. Lugo at (813) 228-2715. The decision on granting reasonable accommodations will be made on a case by case basis.

**POSTING DATE: May 7, 2018 to May 18, 2018, 5:00 p.m. E.S.T.**