

The Federal Defender Program, Inc, (hereinafter "FDP") is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. We are not a Government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts, to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

TITLE: Administrative Assistant

APPLICATION DEADLINE: January 15, 2018

SALARY:

Based on experience and qualifications in accordance with guidelines issued by the Defender Services Office. The salary range is between a JSP 9/1 with a salary of \$52,204 to a JSP 12/1 with a salary of \$75,705. This is a full-time position with benefits including health insurance, paid vacation, and a 401(k) retirement plan.

POSITION REQUIREMENTS AND DUTIES:

High school graduate or equivalent, as well as a minimum of three (3) years legal secretarial (criminal and/or Federal Court) experience required. Candidate will provide administrative support to four to five staff members, which will require strong computer skills with minimum of 70 wpm typing, proficiency in Microsoft Office (Word, PowerPoint, and Excel). Candidate must type from transcription, possess excellent communication skills, interact with clients, public and court personnel, answer phones, be dependable, organized, enterprising and able to work independently, and well under the pressure of deadlines.

SPECIAL REQUIREMENTS:

Knowledge of motions, briefs, and other legal procedures, including electronic filing. Excellent proofreading skills including ability to examine documents for accuracy and completeness. Proficiency in Spanish preferred, but not required.

HOW TO APPLY:

Please submit a letter of interest, resume, salary history and 3 work references to:

FDP Senior Legal Assistant
Federal Defender Program, Inc.
101 Marietta Street, N.W. - Suite 1500
Atlanta, Georgia 30303

No phone calls or emails will be accepted regarding this position. Only those applicants granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement. Position is contingent upon future funding

The Federal Defender Program is an Equal Opportunity Employer. Women and minorities are encouraged to apply.