

OFFICE OF THE  
**FEDERAL DEFENDER**  
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**POSITION ANNOUNCEMENT**  
**ADMINISTRATIVE SECRETARY**

Western Kentucky Federal Community Defender, Inc., the community defender organization serving the Western District of Kentucky, is soliciting applications for the position of full time Administrative Secretary. Western Kentucky Federal Community Defender, Inc. is a nonprofit corporation funded by the Administrative Office of the United States Courts which provides legal representation to individuals charged with federal crimes who are financially unable to retain counsel. Western Kentucky Federal Community Defender, Inc. is not an agency of the federal government, and staff members are not federal employees.

Duties of the Administrative Secretary will include providing secretarial support to the administrative staff, including typing and editing of materials such as correspondence, memoranda, and statistical reports; organizing and maintaining administrative files and records; maintaining administrative calendars and monitoring project deadlines.

Well-developed organizational and communication skills are a must. Knowledge of various office word and informational software applications is needed.

Salary is dependent on experience and qualifications. Women and minorities are encouraged to apply. Western Kentucky Federal Community Defender, Inc. is an equal opportunity employer.

To apply for the position, send a cover letter, resume, and references to:

Kate Micou, Administrative Officer  
Western Kentucky Federal Community Defender, Inc.  
629 S. 4<sup>th</sup> Street, Suite 200  
Louisville, KY 40202

Application Deadline is May 20, 2018. No telephone inquiries.