

## **POSITION ANNOUNCEMENT**

### **LEGAL SECRETARY/ASSISTANT**

Federal Defender Services of Eastern Tennessee, Inc. (FDSET) is accepting applications for an experienced legal secretary/assistant (includes receptionist responsibilities) in its Chattanooga, Tennessee office to assist attorneys in the representation of indigent clients accused of federal crimes. FDSET is the Community Defender Organization [18 U.S.C. §3006A(g)(2)(B)] for the Eastern District of Tennessee.

Applicants must have excellent word processing skills (Microsoft Word), telephone and filing abilities, well developed communication and organizational skills, as well as an interest in working with indigent clients and the public. The ability to exercise good judgment, act with diplomacy, and maintain confidentiality is a must. Applicants should have a minimum of four (4) years specialized experience in a legal secretarial position. Experience with electronic filing and the handling of electronically stored information preferred.

Very competitive salary and fringe benefits. Interested persons should send **resume with three references by March 14, 2018**, to Federal Defender Services of Eastern Tennessee, Inc., (FDSET), 800 South Gay Street, Suite 2400, Knoxville, Tennessee 37929, or you can email your resume to [TN\\_Legal\\_Secretary@fd.org](mailto:TN_Legal_Secretary@fd.org).

**Resumes without references will be disqualified.** No telephone calls.

**FDSET IS AN EQUAL OPPORTUNITY EMPLOYER**