

REVISED
POSITION ANNOUNCEMENT
LEGAL ASSISTANT
Office of the Federal Public Defender
Middle District of Tennessee

The Office of the Federal Public Defender is accepting applications for the position of legal assistant.

REQUIREMENTS AND QUALIFICATIONS: The legal assistant must be a high school graduate or the equivalent. Legal secretarial experience in either criminal or appellate litigation is preferred, but aptitude, a strong work ethic and desire to acquire necessary skills may supplement limited experience. The individual must be able to perform each essential job duty satisfactorily.

JOB DESCRIPTION: The legal assistant will work directly with lawyers and other staff members. Among other duties, the legal assistant must understand court rules and legal terminology; edit and proofread legal documents; prepare documents and attachments for filing, timely process routine correspondence; maintain attorneys' court calendars and case files; transcribe some dictation and cover receptionist desk as needed; and perform all other duties as assigned.

SELECTION CRITERIA: The successful applicant should possess an eye for detail; exceptional organization, judgment, and time management skills; willingness and motivation for teamwork; ability to produce quality work under pressure; a general understanding of office confidentiality issues, such as attorney-client privilege; ability to analyze and apply relevant office policies and procedures; the ability to communicate in writing and orally; the ability to use a personal computer and be proficient in Microsoft Word.

SALARY AND BENEFITS: The starting salary of a legal assistant is commensurate with experience. This is a graded position ranging from grade JSP-6 to grade JSP-10. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. It includes regular Government employment benefits such as health and life insurance, retirement, and the Thrift Savings Plan. Appointment is subject to a satisfactory background investigation. Salary is payable only by Electronic Funds Transfer (direct deposit).

HOW TO APPLY: Send cover letter, resume, and reference by mail, fax, or email to:

Deborah Hampton, Administrative Officer
Office of the Federal Public Defender
810 Broadway, Suite 200
Nashville, Tennessee 37203
Fax (615) 736-5265
Email: deborah_hampton@fd.org

Position is opened until filled. Applications reviewed for further consideration as received.

NO TELEPHONE INQUIRIES

The Office of the Federal Public Defender is an Equal Opportunity Employer