

POSITION ANNOUNCEMENT # 2021-01 (revised)

CLERICAL ASSISTANT

Posted: October 20, 2020

Closes: November 10, 2020

DEADLINE EXTENDED TO NOVEMBER 17, 2020

The Federal Public Defender for the Western District of Pennsylvania is accepting applications for the position of Clerical Assistant to be stationed in its Pittsburgh headquarters. The Federal Public Defender Office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A(g)(2)(A) and provides federal criminal defense services to individuals unable to afford counsel. *This is a full-time position but a part-time arrangement may be approved if desired at the discretion of the Defender.*

Job Description: The Clerical Assistant will act as the primary receptionist in a busy atmosphere, assist with typing legal correspondence, greet visitors, receive and route incoming deliveries, operate shared office equipment, file documents with the court, make deliveries to various court agencies, photocopy or scan legal documents, and other duties as assigned.

Requirements and Qualifications. To qualify, an applicant must be a high school graduate or the equivalent. An applicant must be a motivated, responsible individual with excellent organizational and communication skills and an ability to function independently. Typing skills are necessary, and experience with Word is preferred.

Salary/Benefits. This is a full-time temporary position with federal salary and benefits. Starting salary range is \$32,137 - \$44,537, depending on experience and education and within federal guidelines. Position is subject to mandatory electronic funds transfer (direct deposit). The successful candidate will be required to submit to a general background check as a condition of employment. Applicants must be a U.S. citizen or a person authorized to work in the U.S. and to receive compensation from a federal agency. *Due to current funding restrictions, employment will begin on or before four months from the date an offer is made to the successful applicant.*

Application Information. Qualified applicants should apply by emailing a letter of interest *and* a current and detailed resume **as one file** in .pdf format to **paw_employment@fd.org**. Please reference “#2021-01” in the subject line of your email.

This Office is an Equal Opportunity Employer.
Women, minorities and LGBTQ applicants are encouraged to apply.
No telephone calls please.