

POSITION ANNOUNCEMENT
CLERICAL ASSISTANT

POSITION #: 2018-01-CLERICAL ASSISTANT
LOCATION: Tacoma, WA
ANNOUNCED: October 10, 2017
CLOSES: Priority given to Applications received by October 24, 2017

The Federal Public Defender Office for the Western District of Washington is seeking a full-time Clerical Assistant for our Tacoma office. The Federal Public Defender Office provides quality defense services in federal criminal cases and related matters in the federal courts. Further information about the office is available at <http://waw.fd.org>.

Duties. The clerical assistant provides many office support and front-desk receptionist duties including answering phone calls and greeting clients/visitors; scanning, downloading, photocopying legal documents and case materials; organizing and scanning closed cases; assisting with word processing tasks and assignments; receiving and handling deliveries and processing office mail.

Selection Criteria. To qualify, the individual must be a high-school graduate or equivalent and must have a minimum of one year of office experience, preferably in a law office, and a desire to work on a legal team devoted to zealous representation of our clients. The successful candidate must be able to perform each essential job duty satisfactorily and must be able to work under pressure and perform duties cooperatively. Knowledge of Word, Excel, and Adobe Acrobat is highly desired. Spanish fluency is a plus.

Salary and Benefits. The position is full-time with a federal starting salary range of \$31,699 to \$43,930 and benefits. Salary will be based on qualifications, experience and education. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Employment will be provisional pending the successful outcome of a background fingerprint check. This position is contingent on the availability of federal funding.

How to Apply. Qualified persons may apply by submitting a letter of interest, resume and two work references (including names, addresses and telephone numbers) to: wawpersonnel@fd.org Please note the position number you are applying for in the email subject line. A confirmation reply will be sent to the email address used. Only those granted an interview will be contacted. This position will remain open until filled.

NO TELEPHONE OR EMAIL INQUIRIES PLEASE.

The Federal Public Defender is an equal opportunity employer and values diversity in the work place.