



OFFICE OF THE
FEDERAL DEFENDER
District of Minnesota

POSITION ANNOUNCEMENT
LEGAL ASSISTANT

The Office of the Federal Defender for the District of Minnesota is accepting applications for the position of Legal Assistant. The Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the federal court to individuals unable to afford counsel.

Duties:

The position is stationed at the front desk of the office. Responsibilities include receptionist duties of greeting clients and visitors in person; answering telephone calls and routing calls to the appropriate person; processing mail and receiving incoming deliveries. In addition, the legal assistant must provide support to Assistant Federal Defenders; maintain attorneys' calendars of court hearings and filing deadlines; type legal documents, briefs, and general correspondence; file documents electronically, maintain attorneys' case files; electronic management of discovery; make travel arrangements and other related duties as assigned.

Experience:

Applicants should have a minimum of a high school diploma, with a minimum of two years general office experience and one year specialized legal assistant experience (criminal preferred). Education above the high school level may be substituted for some experience. A commitment to indigent defense is preferred. Also, experience as a legal assistant in criminal defense is preferred, but not required.

Skills:

Candidates must possess excellent interpersonal and communication skills, a demonstrated commitment to and comfort working with diverse communities and with clients from a range of backgrounds, proficiency in word processing (Word preferred), strong typing skills, strong proofreading skills, the ability to prioritize, multitask and work well under pressure, work well in teams, have excellent organizational skills, and familiarity with legal terminology.

Hours: 8:30 - 5:00, Monday - Friday

Salary:

Starting salary commensurate with qualifications and experience.
Full performance salary range: Judiciary Salary Plan, Grade 6/1 \$43,481 to Grade 8/10 \$69,559.
Position is full-time with benefits. The position is in the excepted service and is not covered by the Civil Service Reform Act. Direct deposit is mandatory. Selected candidate will be subject to a background check as a condition of employment.

Apply: Open Until Filled

To apply send a letter describing your interest in this position, along with your resume and three references to: Sandy Krattley, Administrative Officer, sandy_krattley@fd.org
Suite 107, U.S. Courthouse, 300 South Fourth Street, Minneapolis, MN 55415