

**FEDERAL PUBLIC DEFENDER
DISTRICT OF OREGON
FOR
LEGAL ASSISTANT – PORTLAND, OR**

Are you looking for satisfying work with a mission? Join the Federal Public Defender in providing the best defense possible for indigent defendants charged with federal crimes. The Federal Public Defender for the District of Oregon is seeking a full-time Legal Assistant to be based in its Portland Office. The Federal Public Defender protects everyone's Constitutional rights by providing quality defense services in federal criminal cases and related matters in the federal courts.

Duties include maintaining case files, extensive use of the court's docketing program, calendaring, electronic filing, and other expanded administrative duties such as preparing legal documents and correspondence in Microsoft Office, proof-reading and editing material, receiving and directing telephone calls, digital transcription, and photocopying legal documents. All for two or more Assistant Federal Defenders in a fast-paced environment. May involve other case-related duties.

To qualify for the position, applicant must be a high-school graduate or equivalent, have at least three (3) years of relevant experience, be team-oriented, and willing to learn. Professionalism and a commitment to the defense of indigent criminal clients is expected. Proficiency in Microsoft Office is required. Legal secretarial experience preferred, ideally in the federal court system. Candidates must be team-oriented, highly motivated, efficient, dependable, an excellent communicator, highly organized, able to handle multiple tasks and work well under pressure. All highly motivated, exceptional candidates will be considered. Bilingual (English-Spanish) candidates are preferred, but not required.

By federal law, to be eligible, candidates must: be U.S. Citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be lawful permanent resident seeking citizenship.

This position is "at-will," excepted service, and does not carry the tenure rights of the competitive Civil Service. Starting salary ranges from \$38,803 to \$43,120, per year, paid biweekly, commensurate with experience. Compensation also includes federal government employee benefits: paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

If you have a positive attitude, like a challenge, and want to be a part of an energetic criminal defense team, please e-mail a letter of interest, resume, and three references in .pdf format to the attention of:

Travis Southworth-Neumeyer, Personnel Administrator
oregon_personnel@fd.org
Subject: Legal Assistant Position - Portland

Open until filled. Applications received by September 15th, 2017 will be given first consideration. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

No phone calls please.
The Federal Public Defender is an Equal Opportunity Employer.
Women & Minorities are encouraged to apply.

Hiring is provisional pending the successful completion of a background check and investigation.