

**FEDERAL PUBLIC DEFENDER
DISTRICT OF OREGON
FOR
RECEPTIONIST/CLERICAL ASSISTANT – EUGENE, OR**

Do you want satisfying work with a mission? Join the Federal Public Defender in providing the best defense that money can't buy for indigent defendants charged with federal crimes. The Federal Public Defender for the District of Oregon is seeking a full time Receptionist/Clerical Assistant to be based in its Eugene 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 receiving and directing telephone calls, delivering court documents for filing, assisting with word processing tasks and scanning, receiving and routing incoming mail and deliveries, photocopying legal documents, assisting with the continuous organization of the case file room, and general administrative duties.

To qualify for the position, applicant must be a high-school graduate or equivalent and have at least one year of relevant general experience. Professionalism and a commitment to the defense of indigent criminal clients is expected. Proficiency in Microsoft Office is required. Candidates must be: team-oriented, highly motivated, efficient, dependable, an excellent communicator, organized, able to handle multiple tasks, able to work well under pressure, and willing to learn. 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 \$32,844 to \$40,684, (equivalent to GS grades 5, 6, or 7) 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 a single, .pdf format document to the attention of:

Travis Southworth-Neumeyer, Personnel Administrator
oregon_personnel@fd.org
Subject: Receptionist Position –Eugene, OR

Open until filled. Applications received by Sept 1, 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.