

**Federal Public Defender
District of Puerto Rico**

POSITION ANNOUNCEMENT

Legal Assistant-Full Time
Announcement 2012-4

The Legal Assistant will be responsible for providing day-to-day clerical duties requiring knowledge of criminal law office practices, including but not limited to, typing, filing of legal and general correspondence, processing mail, maintaining case files, photocopying and other related duties as assigned. The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters upon appointment by the U.S. District Court.

REQUIREMENTS & QUALIFICATIONS:

We seek an enthusiastic and detail-oriented person with a high proficiency in the use of word processing (Word Perfect X3), database (Access), and spreadsheet (Excel) programs. The person must be able to perform legal research using computer research programs (e.g., West Law, Lexis) and internet-based resources. The applicant must be able to multitask and must be bilingual (English and Spanish). The position requires three years experience in secretarial work with some legal experience preferred. The knowledge of electronic case filing skills is a plus. The position requires a high school diploma or equivalent.

SALARY AND BENEFITS:

The starting salary is commensurate with experience, qualifications and education. Entry level is Judiciary Scale (JS) 6 (\$34,907.00) with promotion potential to Judiciary Scale (JS) 8 (\$42,960.00). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position includes regular U.S. Government employment benefits, including annual leave according to years of service, sick leave, health and life insurance, and a retirement system. Salary is payable only by Electronic Funds Transfer (direct deposit). Proof of United States citizenship and other employment eligibility is required.

HOW TO APPLY:

Submit resume & cover letter to:

Federal Public Defender, District of Puerto Rico
Selection Committee
241 F. D. Roosevelt Avenue, Patio Gallery Bldg.
San Juan, Puerto Rico, 00918-2441

Applications must be sent by U.S. Mail and postmarked no later than 30 January 2012. Personal and facsimile submissions will not be accepted. Applicants submitting incomplete applications or submitting by facsimile will be disqualified. No telephone calls or electronic mail. Position is contingent upon availability of funds in this fiscal year. The successful candidate will be subject to a background check as a condition of employment.

**The Federal Public Defender for the District of Puerto Rico
Is an Equal Opportunity employer.**