

**Federal Public Defender
District of Puerto Rico**

POSITION ANNOUNCEMENT

Receptionist-Full Time
Announcement 2012-2

The Receptionist greets and directs office visitors, receives mail and deliveries, arranges for express mail and courier services, answers and routes telephone calls, takes and distributes messages, delivers court documents for filing, and performs other duties as assigned including legal secretary duties. 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:

Enthusiastic and detail-oriented person with high proficiency in the Norstar phone system, Norstar Voice Mail System, word processing (Word Perfect X3), database (Access), spreadsheet (Excel). The applicant must be able to handle multiple tasks. The ability to communicate in both English and Spanish is a must given the make-up of the FPD-PR client base. The position requires two years experience with some legal experience preferred. The candidate must possess a high school degree or equivalent.

SALARY AND BENEFITS:

The starting salary is commensurate with experience, qualifications and education. Entry level is Judiciary Scale (JS) 5 (\$31,315.00) with promotion potential to Judiciary Scale (JS) 7 (\$38,790.00). 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. Position is subject to a favorable background investigation and availability of funds in this fiscal year.

HOW TO APPLY:

Submit resume and 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 January 30, 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.

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