

**OFFICE OF THE FEDERAL DEFENDER
EASTERN DISTRICT OF CALIFORNIA
2300 TULARE STREET, SUITE 330
FRESNO, CALIFORNIA 93721-2226
(559) 487-5561 Fax: (559) 487-5950**

*Daniel J. Broderick
Federal Defender*

*Francine Zepeda
Fresno Branch Chief*

*Linda C. Harter
Chief Assistant Defender*

POSITION ANNOUNCEMENT

LEGAL SECRETARY

The Office of the Federal Defender for the Eastern District of California is seeking applications for the position of Legal Secretary for the Fresno Office. The Office of the Federal Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in federal courts.

The Legal Secretary provides secretarial and clerical support services to the Federal Defender and staff attorneys representing indigent persons charged with criminal offenses in the United States District Court and the United States Court of Appeals for the Ninth Circuit.

Duties include, but are not limited to, a comprehensive knowledge of legal secretarial principals, practices, methods and techniques; the ability to identify and evaluate pertinent facts and regulations, policies and precedents; skill and judgment in the analysis of assignments; an understanding of district and circuit court rules and protocols; case file management; proofread and edit initial drafts, pleadings, reports and correspondence for final form; assemble and attach supplemental material as required; compose and sign routine correspondence; screen and refer telephone and in-person callers; screen incoming mail; review outgoing mail for accuracy; compile and complete data for administrative and/or public reports, bulletins, questionnaires, and other documents; maintain court calendars and assist in the scheduling and planning of meetings and conferences.

This position is a full-time permanent position with federal salary based on qualifications and experience (JS-6/1- \$34,907 - JS-8/1 - \$42,960) This position is subject to mandatory Electronic Transfer (direct deposit) participation for payment of net pay. Federal government benefits apply, including health, life and long-term insurances, thrift savings program and flexible spending accounts. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. United States of America citizenship or eligible to work in the U.S. required.

To qualify for the Legal Secretary position a person must be a high school graduate or the equivalent and must have the minimum of one year specialized experience as a secretary or legal assistant performing progressively responsible duties. Spanish speaking a plus, but not required.

To apply send cover letter, resume and three references to:

Office of the Federal Defender
ATTN: PERSONNEL
2300 Tulare Street, Ste. 330
Fresno, CA 93721

Closing date 3/26/2010.

No faxes, emails or telephone calls. Resumes must be received by 3/26/2010.

The Office of the Federal Defender is an equal opportunity employer. Women and minorities encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Selected candidate will be subject to a background check as condition of employment.