

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA**

Position Announcement

ADMINISTRATIVE ASSISTANT

The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of **Administrative Assistant** to be stationed in the Harrisburg office. The Federal Public Defender, functioning under authority of 18 U.S.C. § 3006A and the Criminal Justice Act Plan of the District, provides defense services in federal criminal cases and related matters in the federal courts. The mission of the Federal Public Defender's Office is to provide legal services of the highest quality to those unable to afford counsel.

Duties: The Administrative Assistant reports directly to the Administrative Officer, and is responsible for several critical administrative functions, including: procurement, travel administration, financial management, case management, and property administration. The Administrative Assistant does not perform typical legal secretarial duties.

Requirements: To qualify, an applicant must be a high school graduate or the equivalent and have three (3) years of general experience, and one (1) year of specialized experience. This position requires a very keen eye for detail, knowledge of management practices, and the ability to communicate effectively orally and in writing. Strong preference for experience in law firm management, or its equivalent in either the public or private sector. The applicant must understand a law office's confidentiality requirements, especially attorney/client privilege; familiarity with legal terminology, court rules, and protocol is a plus. The applicant must have exceptional interpersonal and organizational skills, the ability to work with minimal supervision, and the ability to exercise mature judgment. Working knowledge of Microsoft Word, Excel, and databases is required.

Salary and Benefits: Salary will be based on years of experience consistent with federal guidelines and regulations. The position offers federal government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The selected applicant will be subject to a background check as a condition of employment.

Application Information: The deadline for applications is November 5, 2018. We intend to conduct personal interviews in Harrisburg on November 13 and 14. The successful applicant should be prepared to begin work on December 10, 2018.

Qualified persons may apply by forwarding a letter of interest, a resume with experience described in detail, and a list of three references to:

Federal Public Defender's Office
Attn: Administrative Assistant
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

No telephone calls or e-mails please.

The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer. We strongly encourage women and minorities to apply.