

# FEDERAL PUBLIC DEFENDER

## SOUTHERN DISTRICT OF WEST VIRGINIA

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### POSITION ANNOUNCEMENT 2018-02

#### CLERICAL ASSISTANT

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The Federal Public Defender for the Southern District of West Virginia, at Charleston, is accepting applications for the temporary year and a day position of Clerical Assistant. The Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

**Requirements:** A Clerical Assistant must be: (1) a U.S. citizen or eligible to be employed in the United States; and (2) a high school graduate or equivalent; and must have the requisite experience.

**Duties:** Provides a variety of clerical support services to the staff, including assisting with word processing tasks and assignments, organizing files and maintaining records, serving as receptionist, operating office equipment, receiving incoming mail and deliveries, and other duties as assigned.

**Selection Criteria:** The successful applicant must have excellent word processing skills (Microsoft Word), telephone and scanning/filing abilities, well developed communication and organization skills, and have an interest in working to help indigent clients. The ability to exercise good judgment, act with diplomacy, and maintain confidentiality is a must.

**Conditions of Employment:** The selected candidate will be subject to a background check or investigation, including an F.B.I. name and fingerprint check and an I.R.S. tax check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender Office are in the excepted service, are considered "at-will" employees, and are not covered by the Civil Service Reform Act. More than one position may be filled under this announcement.

**Salary and benefits:** This is a full-time, temporary position for a year and a day. Full federal salary and benefits apply. Salary commensurate with experience and qualifications of the selected applicant, ranging from JSP 04 (\$14.35 per hour) to JSP 07 (\$19.88 per hour) position is subject to mandatory electronic transfer (direct deposit) of net pay.

**How to Apply:** Qualified persons may apply by electronically submitting a letter of interest, resume, and three professional references to: [wvs\\_recruiting@fd.org](mailto:wvs_recruiting@fd.org). (Note the underscore ( \_ ) between wvs and recruiting)

Posting Date: March 5, 2018; Applications must be received by April 8, 2018. All responses will remain confidential. The Federal Public Defender Office is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interview process, please contact Administrative Officer Stacy Boggess at 304-347-3350.

**The Federal Public Defender is an Equal-Opportunity Employer**