

**POSITION ANNOUNCEMENT**

**OFFICE OF THE FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF FLORIDA**

**CLERICAL ASSISTANT  
PENSACOLA DIVISION**

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The Office of the Federal Public Defender, Northern District of Florida, is accepting applications for a full time Clerical Assistant. This position will be located in the Pensacola Office. The Federal Public Defender, functioning under authority of 18 U.S.C. § 3006A(g)(2)(A) and the Criminal Justice Act Plan of the District, provides federal criminal defense services to individuals unable to afford counsel.

***JOB DESCRIPTION:*** The Clerical Assistant will provide a variety of clerical support services to the defender office. Primary job duties will be to serve as receptionist, receive and route incoming mail and deliveries, as well as oversee outgoing mail; open new case files; organize and maintain filing in open and closed case files; scan and photocopy legal documents; assist with typing legal correspondence; and, as needed, be a backup for the Senior Legal Assistant and Administrative Assistant.

***REQUIREMENTS & QUALIFICATIONS:*** To qualify, an applicant must be a high school graduate or the equivalent and must have at least two years of general experience performing clerical/secretarial tasks. An applicant must have excellent communication skills and the ability to function independently. The selected candidate will be subject to a background check as a condition of employment. Proof of United States citizenship is required.

***SALARY & BENEFITS:*** The starting salary will be commensurate with experience, qualifications and education based on the current Judiciary Salary Plan (JSP) and the Defender Organization Classification System (DOCS). The position is full-time with federal benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

The Federal Public Defender is an Equal Opportunity Employer. Minority candidates are encouraged to apply.

***APPLICATION PROCESS AND DEADLINE:*** Qualified persons may apply by emailing in **.pdf format** a letter of interest, a resume, and the names of three references to [fln\\_resumes@fd.org](mailto:fln_resumes@fd.org). The position will remain open until filled.