

OFFICE OF THE FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF OKLAHOMA



POSITION ANNOUNCEMENT RECEPTIONIST/ADMINISTRATIVE ASSISTANT - CRIMINAL DEFENSE UNIT

The Federal Public Defender for the Western District of Oklahoma is accepting applications for the position of full-time receptionist/administrative assistant in the Criminal Defense Unit stationed in Oklahoma City. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide legal services by court appointment to individuals accused of criminal offenses who have been deemed indigent in federal criminal proceedings throughout the Western District of Oklahoma.

We are looking for a team-oriented person with a commitment to the defense of individuals facing a variety of federal crimes. The applicant should have excellent people skills, and be able to communicate effectively with clients, witnesses, colleagues, staff, court, and agency personnel as part of their employment.

Job Description: The Receptionist/Administrative Assistant (AdA) receives, screens, and refers or directs telephone calls. Answers general inquiries and provides information, possesses basic knowledge of the legal process, legal terminology and knowledge of office practices and procedures. Filing and calendaring events is also expected. The AdA will aid the Defender, the Administrative Officer (AdO) and office staff in a variety of other matters.

Appropriate candidates are dependable, efficient, and eager to partner with members of the defense team to provide exceptional legal services. An AdA will multitask effectively, possess exceptional organizational skills, and learn new systems. Must be a capable user of technology and able to harness creativity and

persistence to overcome challenges. An AdA's skills include communication with others based upon empathy and compassion, and the ability to thrive in a fast-paced environment. Applicants should have high standards and want people to be treated fairly and respectfully. Minimal telework is possible given the in-person responsibilities of the position.

Requirements: Must be a high school graduate or equivalent with at least five years of legal secretarial experience. Experience using a multiline telephone system to receive, screen, and refer calls. A background in law, social work, or mental health is a plus. Experience using Microsoft Word, Microsoft Teams, Adobe Acrobat to review, process, and organize information. The ability to speak, read, and write in Spanish is favored, but not required.

Salary and Benefits: This is a full-time position. Salaries are based upon federal pay schedules and are commensurate with the number of years of experience. This is an at will, excepted service position. It does not carry the tenure rights of competitive Civil Service. Full federal benefits are available, including participation in health and life insurance, Federal Employees Retirement System (FERS), and the Thrift Savings Plan (TSP). Salary is payable only by Electronic Funds Transfer (direct deposit).

If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search and IRS tax check. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

Commitment to Diversity, Equity, & Inclusion: Our office values diversity, and is committed to equity and inclusion. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, languages spoken, veteran status, disability, and religion. We encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency.

How to Apply: Applicants may apply by sending via email a letter of interest, resume, and three references as a single PDF document. Applicable experience should be described in detail. Send application in pdf format to: zack_pan@fd.org.

Deadline: Until position is filled.

The Federal Public Defender Organization follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Tenth Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion.