

POSITION ANNOUNCEMENT # 2021-02
Senior Legal Assistant
Federal Public Defender Office, District of Vermont

The Federal Public Defender for the District of Vermont is accepting applications for the position of a full-time Senior Legal Assistant. The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. '3006A, to provide defense services to indigent persons in federal criminal cases upon appointment by the United States District Court.

Duties: The Senior Legal Assistant is the first point of contact in a fast-paced legal office and provides administrative, case management, and operational support. Responsibilities include: directing all incoming communications to appropriate personnel; preparing and proofreading correspondence, motions, and other documents; processing incoming and outgoing mail and shipments; managing calendaring and setting-up meetings; maintaining electronic and paper case files including the management of electronic court filings (PACER); supporting staff with case management; and other duties and projects as assigned.

Requirements: Applicants should: have a bachelor's degree and at least three years of legal assistant experience or a combination of comparable education and experience; demonstrate strong interpersonal communication skills, with experience in working with diverse and underserved populations; have a high level of organization and attention to detail; effectively prioritize tasks to meet critical deadlines; excel at working independently and taking initiative while also being part of a team; have advanced knowledge of legal terminology and citation; be able to quickly learn district and circuit court rules and protocol; and be highly proficient in Office 365 (Word, Excel, Outlook, Teams, PowerPoint), Adobe Acrobat, and database management.

Salary and Benefits: Starting salary commensurate with experience and qualifications, with a starting salary range from \$48,770 - \$70,025. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position includes regular U.S. Government employment benefits including annual leave and sick leave, health and life insurance, and a retirement system. The successful candidate will be subject to an FBI background check as a condition of employment.

How to Apply: Please email a cover letter, resume, and three professional references to Stephanie Baer, Administrative Officer, at stephanie_baer@fd.org. Women and BIPOC are encouraged to apply. *Applications must be received by August 23, 2021.*

**The Office of the Federal Public Defender for the District of Vermont
Is an Equal Opportunity Employer.**