

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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POSITION ANNOUNCEMENT
Legal Assistant – Las Cruces
2022-12

The Federal Public Defender for the District of New Mexico is accepting applications for a full-time Legal Assistant in the Las Cruces office. The federal defender organization operates under the Criminal Justice Act, 18 U.S.C. §3006A, to provide criminal defense and related help in federal courts. More than one position may be filled from this posting.

Job Description: The Legal Assistant performs tasks such as the following:

- Performs the functions of a Legal Assistant to Assistant Defenders utilizing advanced knowledge of legal terminology, Word and information processing software. Understands district and circuit court rules and protocols. Edits and proofreads initial drafts, transcribes dictation, performs cite checking and assembles copies with attachments for filing and mailing. Responsible for electronic filing of pleadings.
- At times may receive, screen, and refer telephone and in-person callers. Answers general inquiries from knowledge of the defender organization's activities and program operations and obtains information from others as requested by the Assistant Defender(s).
- Screens incoming mail and handles some routine matters as authorized. Routes mail to appropriate destinations. Reviews outgoing mail for accuracy. Maintains correspondence control records.
- Prepares correspondence by either drafting from general instructions or typing in prescribed format. Prepares memoranda for signature by the Assistant Defender(s).
- Maintains calendars for the Assistant Defender(s), setting appointments as authorized. Arranges meetings and conferences, informing participants of date, time and location of meeting. Reminds the Assistant Defender(s) of appointments and commitments.
- Organizes case files for Assistant Defender(s) and is responsible for other case management functions as assigned, which may include: opening and closing files, recording future court appearances on the office master calendar and the personal calendars of Assistant Defender(s), and notifying clients of the dates and times of court appearances and appointments with the Assistant Defender(s) and defense experts.

Experience Requirements: The ideal candidate will have a general understanding of the following:

- Office confidentiality issues, such as attorney/client privilege;
- The ability to analyze and apply relevant policies and procedures to office operations;

- Exercise good judgment;
- Have a general knowledge of office protocols and secretarial processes;
- Analyze and recommend practical solutions;
- Be proficient in Microsoft Word and Adobe Acrobat;
- Have the ability to communicate effectively with assigned attorneys, other staff, clients, court agency personnel, and the public;
- Have an interest in indigent criminal defense;
- Must possess excellent communication and interpersonal skills;
- Be self-motivated while also excelling in a fast-paced team environment;
- Spanish fluency is mandatory.

Minimum qualifications are high school graduate or equivalent and at least three years legal secretary experience, federal criminal experience preferred. Starting salary ranges from a JSP-6 to JSP-8, currently yielding \$40,262 to \$49,549 annually depending on experience.

Salary and Benefits: This position is full time with a comprehensive benefits package that includes: health and life insurance, vision and dental benefits, flexible spending accounts, paid time off, sick leave, leave for all federal holidays, participation in the Federal Employees' Retirement System, and participation in the Thrift Savings Plan with up to 5% government matching contributions. Salary is payable only by electronic funds transfer (direct deposit).

Conditions of Employment: Appointment to the position is contingent upon the successful completion of a background check and/or investigation including an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government and are considered "at will." You must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee. All employees must be fully vaccinated for Covid-19 and provide proof of such prior to entrance on duty. Employees will be required to stay up-to-date and comply with the current and ongoing recommendations by the CDC and/or New Mexico Department of Health regarding Covid-19 vaccinations and boosters.

Application Information: In one PDF document, please submit a statement of interest, resume and three references to:

Michelle Dworak, Administrative Officer
FDNM-HR@fd.org

Reference **2022-12** in the subject.

Applications must be received by November 14, 2022. Position(s) will remain open until filled and is subject to the availability of funding.

The Federal Public Defender is an equal opportunity employer. We seek to hire individuals who will promote the diversity of the office and federal practice.

**No phone calls please. Submissions not following this format will not be considered.
 Only those selected for interview will be contacted.**