

FEDERAL PUBLIC DEFENDER'S OFFICE

WESTERN DISTRICT OF NEW YORK

MARIANNE MARIANO
FEDERAL PUBLIC DEFENDER
marianne_mariano@fd.org

300 PEARL STREET, SUITE 200
BUFFALO, NEW YORK 14202

716-551-3341
FAX: 716-551-3346

ROCHESTER OFFICE
28 EAST MAIN STREET
FIRST FEDERAL PLAZA, SUITE 400
ROCHESTER, NEW YORK 14614
585-263-6201
585-263-5871-FAX

RACHEL CURTIN
ADMINISTRATIVE OFFICER
rachel_curtin@fd.org

REPLY TO: BUFFALO

POSITION ANNOUNCEMENT

LEGAL ASSISTANT - ROCHESTER OFFICE

The Federal Public Defender for the Western District of New York is accepting applications for the position of Legal Assistant in our Rochester Office. The Federal Public Defender, a branch of the United States Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Position Description: Responsibilities are secretarial in nature and include, but are not limited to, reception duties, typing and filing of legal material and general correspondence, processing of mail, record keeping, maintaining attorney calendars and case files, photocopying, electronic court filings, and other duties as assigned. Candidates should possess excellent communication and interpersonal skills, as well as a working knowledge of legal terminology and court procedures (federal court preferred), and the proficient use of Microsoft Word including the ability to mark and generate a table of contents. Legal Assistant experience is valued. The applicant may be tested on software and typing skills at the interview phase.

Qualifications: The applicant must be a high school graduate or the equivalent, with at least three years relevant experience.

Salary and Benefits: This is a full-time position. Federal salary and benefits apply including health, dental, vision, life insurance, retirement and the Thrift Savings Plan. The salary range for this position is Grade 6 (\$37,223) to Grade 8 (\$59,557) to commensurate with experience. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This position is subject to mandatory electronic transfer (direct deposit) of net pay. Appointment is subject to a satisfactory high-sensitive background investigation, including an IRS tax check and an FBI name and fingerprint check and retention depends upon a favorable suitability determination.

HOW TO APPLY: Qualified persons may apply electronically by submitting a letter of interest, resume, the [AO 78 Federal Judicial Branch Application for Employment](#), and three professional references in .pdf format, **no later than Friday March 22, 2019.**

Chelsea Miller

zzNYWml_HR2@fd.org

Subject Reference: Legal Assistant Rochester

NO PHONE CALLS PLEASE

This position is **OPEN UNTIL FILLED**. All responses will remain confidential. Only those selected for an interview will be contacted.

**The Federal Public Defender Is an Equal Opportunity Employer
Women & Minorities Are Encouraged to Apply**