

**POSITION ANNOUNCEMENT  
LEGAL ASSISTANT TO THE FIRST ASSISTANT DEFENDER  
SAN FRANCISCO, CALIFORNIA**

The Federal Public Defender, Northern District of California is accepting applications for the position of a full-time Secretary / Legal Assistant to the First Assistant (Chief Assistant) Defender in the San Francisco office. The Defender operates under the authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services in federal criminal cases. More information about the office may be found at [www.ndcalfpd.org](http://www.ndcalfpd.org).

The Secretary / Legal Assistant will provide executive level secretarial services to the Chief Assistant, and to Assistant Federal Public Defenders (AFPDs). The Secretary / Legal Assistant acts as liaison between the Chief Assistant, other staff members, the Court, and the public. In addition to case-related responsibilities the Secretary / Legal Assistant will manage the Chief Assistant's and AFPDs' travel itineraries, process travel reimbursements, help with reports and auditing requirements, and will undertake a wide range of additional administration tasks. The Secretary / Legal Assistant will also routinely provide coverage for reception duties

Applicants must possess strong technology skills, and must be eager to learn and master new software.

Tasks will include word processing, preparing pleadings, and filing pleadings and appeals. The position requires familiarity with legal terminology, court procedures and court rules. Demonstrated expertise and experience with Word 2013 or 2016 is required. Experience with Excel 2013 or 2016 and Adobe Acrobat Professional is preferred.

To qualify for the position of Secretary / Legal Assistant to the Chief Assistant applicants must have a high school degree or the equivalent.

Applicants must be able to work well with others and have a commitment to working with and on behalf of indigent clients charged with federal criminal offenses. The position requires physical activity; applicants must be able to lift and file banker's boxes of legal files and move boxes of case files or supplies.

Federal salary for this position will be based on qualifications and experience. Federal government benefits are included in the composition package. Direct deposit of pay required. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

This position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon satisfactory completion of the required investigation.

Interested applicants should prepare an application packet that includes, in this order:

- An otherwise-blank cover page that lists, in size 40 or larger font, the applicant's Last Name, First Name, and their current place of employment or employment status;
- A brief cover letter;
- A résumé;
- At least three employment references. (References will only be contacted after applicants are notified).

Materials in this application packet should be combined into a single pdf file. (Applicants will be evaluated on their correct execution of these application instructions).

The completed application packet (combined pdf file) should be submitted at this website:

<https://www.123contactform.com/form-2544815/Legal-Assistant-To-The-First-Assistant-Defender-San-Francisco-2017>

Applications submitted via email, fax, or mail will not be considered.

Only applicants selected for interviews will be contacted.

The position will remain open until filled.

**The Federal Public Defender is an Equal Opportunity Employer**