

**FEDERAL PUBLIC DEFENDER
DISTRICT OF OREGON**

RECEPTIONIST/CLERICAL ASSISTANT – PORTLAND, OR

Do you want satisfying work with a mission? Join the Federal Public Defender this fall in providing the best defense that money can't buy for indigent defendants charged with federal crimes. The Federal Public Defender for the District of Oregon is seeking a bilingual, full time Receptionist/Clerical Assistant to be based in our Portland Office. The Federal Public Defender protects everyone's Constitutional rights by providing quality defense services in federal criminal cases and related matters in the federal courts.

Receptionist/Clerical Assistant duties include receiving and directing telephone calls, delivering court documents for filing, assisting with word processing tasks and scanning, receiving and routing incoming mail and deliveries, photocopying legal documents, assisting with the continuous organization of the case file room, and administrative duties.-

To qualify for the position, applicant must be a high-school graduate or equivalent, have one (1) year of relevant experience, be team-oriented, and willing to learn. All highly motivated, exceptional candidates will be considered. **Bilingual (English-Spanish) fluency is required, and an oral exam will be given at time of interview.**

By federal law, to be eligible, candidates must: be U.S. Citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be lawful permanent resident seeking citizenship.

This position is "at-will," excepted service, and does not carry the tenure rights of the competitive Civil Service. Starting salary ranges from \$37,262 to \$46,156, depending on experience. Compensation also includes federal government employee benefits: paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

If you have a positive attitude, are attentive to detail, like a challenge, and want to be a part of an energetic criminal defense office, please e-mail a letter of interest, resume, and three references in .pdf format to the attention of:

Travis Southworth-Neumeyer, Personnel Administrator

oregon_personnel@fd.org

Subject: Receptionist/Clerical Assistant Position - Portland

Anticipated start date: October 2020. Due to current hiring and work restrictions, the successful applicants start date must be 4 month from the date of the accepted offer of employment.

Open until filled. Applications received by June 7, 2020 will be given first consideration. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

No phone calls please.

**The Federal Public Defender is an Equal Opportunity Employer.
Women & Minorities are encouraged to apply.**

Hiring is provisional pending the successful completion of a background check and investigation.