

# FEDERAL PUBLIC DEFENDER

## SOUTHERN DISTRICT OF WEST VIRGINIA

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April 2, 2024

### POSITION ANNOUNCEMENT 2024-01

### SECRETARY TO THE FEDERAL PUBLIC DEFENDER

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The Office of the Federal Public Defender for the Southern District of West Virginia at Charleston is accepting applications for the position of Secretary to the Federal Public Defender. The Office of the Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

**Requirements and Qualifications:** A Secretary to the Federal Public Defender must be: (1) a U.S. citizen or eligible to be employed in the United States; and (2) a high school graduate or equivalent; and must have the requisite combination of education and/or experience:

- (a) An associate's degree from an accredited college or university in a relevant field such as Legal Secretarial Science, Paralegal Studies, Criminal Justice, Public Administration, or Business Administration; and

At least two years of specialized experience, i.e., progressively responsible legal secretarial or administrative experience, at or equivalent to work at the next lower grade in federal service:

OR

- (b) Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of the job.

Excellent oral and written communication skills, highly developed analytical skills, strong organizational capabilities, the ability to work independently, and the ability to follow detailed instructions are highly desirable. Experience with the federal courts and/or the criminal justice system is preferred.

**Duties:** Although the Secretary to the Federal Public Defender primarily performs the function of a Legal Assistant to the Defender, the successful applicant will provide executive level secretarial and administrative services to the Office and its staff and act as liaison between the FPD, other staff members, clients and their families, the Court, and the public. In the role of Legal Assistant, the Secretary will utilize advanced knowledge of legal terminology, word and information processing software, and an understanding of court rules and protocols to prepare, edit, proofread, and/or file correspondence and pleadings on behalf of the Defender. In addition to case-related responsibilities, the Secretary will assist in maintaining court, attorney, and office calendars (including arranging meetings, telephone calls, and videoconferences) and assist the Office and its staff with a wide range of administrative tasks relating to case management, travel, personnel, procurement, budget, etc., including performing backup duties to the Administrative Officer, the Administrative Assistant/Case Management Assistant, and Paralegals. The position also provides a variety

of clerical support services to the Office and its staff, including assisting with word processing tasks and assignments, organizing files and maintaining records, serving as receptionist, operating office equipment, receiving incoming mail and deliveries, and other duties as assigned.

**Selection Criteria:** The Secretary to the Federal Public Defender must assist the Defender in furthering the work and mission of the Office by providing exemplary secretarial, administrative, and clerical support. The successful applicant must have strong technology skills including excellent word processing skills (Microsoft Word), telephone and scanning/filing abilities, well developed communication and organization skills, and have an interest in working to help indigent clients. The ability to exercise good judgment, act with diplomacy, and maintain confidentiality is a must. The successful applicant will be hard working, demonstrate a willingness to learn and grow, display initiative, and be a team player. Familiarity with legal terminology, court procedures, and court rules is required.

**Conditions of Employment:** The selected candidate will be subject to a background check or investigation, including an F.B.I. name and fingerprint check and an I.R.S. tax check, and subsequent favorable suitability determination for employment. Employees of the Office of the Federal Public Defender are in the excepted service, are considered “at-will” employees, and are not covered by the Civil Service Reform Act. This position will be filled subject to the availability of funds.

**Salary and benefits:** This is a full-time, permanent position. Full federal salary and benefits apply. Salary commensurate with experience and qualifications of the selected applicant, ranging from JSP 08 (\$54,292 annually) to JSP 10 (\$85,844 annually) subject to mandatory electronic transfer (direct deposit) of net pay.

**How to Apply:** Qualified persons may apply by electronically submitting a letter of interest, resume, and three professional references to: [wvsrecruiting@fd.org](mailto:wvsrecruiting@fd.org).

**Posting Date:** April 2, 2024. Applications must be received by April 17, 2024. All responses will remain confidential. The Office of the Federal Public Defender is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interview process, please contact Administrative Officer Stacy Boggess at 304-347-3350.

**The Office of the Federal Public Defender is an Equal-Opportunity Employer**