

OFFICE OF THE  
**FEDERAL DEFENDER**  
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**POSITION ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT**

Western Kentucky Federal Community Defender, Inc. is accepting applications for the position of Administrative Assistant. Western Kentucky Federal Community Defender, Inc. is a non-profit, Kentucky corporation functioning under authority of 18 U.S.C. 3006A and the Criminal Justice Act Plan of the Western District of Kentucky. The office provides defense services in federal criminal cases and related matters in federal courts. The mission of the office is to provide legal services of the highest quality to those unable to afford counsel.

**Duties:** The Administrative Assistant reports directly to the Administrative Officer, and is responsible for several critical administrative functions, including: procurement, travel administration, financial management, case management, personnel management, and property administration.

**Requirements:** The applicant must be a high school graduate or the equivalent and have three (3) years of general experience in an office atmosphere. The position requires a very keen eye for detail, knowledge of management practices, and the ability to communicate effectively orally and in writing. Strong preference for experience in law firm setting. Applicant must have exceptional interpersonal and organizational skills, the ability to work with minimal supervision, and the ability to exercise mature judgment. Working knowledge of Microsoft Word, Excel, Adobe, and QuickBooks is required.

**Salary and Benefits:** Salary will be based on years of experience consistent with federal regulations. Western Kentucky Federal Community Defender, Inc. is not a federal agency and, therefore, employees are not federal government employees. Benefits include health and 403B retirement plan.

**Application Deadline:** Until Filled.

**How to Apply:** Qualified persons may apply by emailing a letter of interest, resume with experience described in detail, and references to [Kate\\_Micou@fd.org](mailto:Kate_Micou@fd.org). Subject Line should read: Administrative Assistant Position.

**Western Kentucky Federal Community Defender, Inc. is an Equal Opportunity Employer.  
Women and minorities are strongly encouraged to apply.**