

POSITION ANNOUNCEMENT 24-22
Administrative Secretary – Trial Unit
(Spanish-Speaking)
Office of the Federal Public Defender
District of Arizona
Tucson

THE FEDERAL PUBLIC DEFENDER for the District of Arizona is accepting applications for the position of full-time administrative secretary to be stationed in Tucson. **More than one position may be filled from this announcement.** The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel.

Requirements. To qualify for an administrative secretary a person must be a high school graduate or equivalent and have two years of general experience and one year of specialized experience. Some higher education may be substituted for experience. Computer literacy, data entry and customer service skills are required. Experience with Word, Adobe Acrobat, Microsoft Excel, and other Windows-based applications is preferred. Preference will be given to candidates who have handled multiple phone lines and/or have law office experience. **Spanish language fluency is required for this position.** Applicants selected for interview will be tested for Spanish fluency. Employment is subject to a satisfactory background investigation. U.S. Citizenship is required.

Duties. Primary duties of an administrative secretary include answering, screening and routing telephone calls; taking and delivering messages; greeting visitors; posting daily court calendar; opening case files; preparing weekly open case report and sending to attorney and assistant paralegals; assist with closing case files; scan documents; receive and process flip flop packets; take inventory, submit requests for, receive and store supplies and ensure receipts are forwarded to finance and procurement; deliver received packages; keep current log of books and resources in library; file room maintenance; running documents to/from the courthouse; handle maintenance/repairs, weekly car washes and monthly mileage reports for GSA vehicles assigned to office; and other duties as assigned.

Selection Criteria. Candidates must possess excellent communication, be self-motivated and capable of working in a high-volume, fast-paced law office. The successful candidate will also have a demonstrated work history of dependability, responsibility, and the ability to be a team player.

Salary and Benefits. Starting salary for the administrative secretary will be commensurate with the experience and qualifications of the applicant, within a range from Grade 6, Step 1, to Grade 8, Step 1, and currently yielding \$44,910 to \$55,268 per annum. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

How to Apply. Qualified persons may apply by sending via e-mail a letter of interest and resume to the Personnel Administrator, Federal Public Defender, District of Arizona, at azx_hr@fd.org. (Letter of interest and references must be included.) Position will remain open until July 12, 2024.