

POSITION ANNOUNCEMENT
Administrative Assistant

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for the position of Administrative Assistant. This organization is a non-profit corporation providing legal representation to indigent persons in federal criminal cases and on criminal matters in federal court.

Duties: The candidate for this position is responsible for several critical administrative functions, including procurement, travel administration, case management, personnel management, and property administration.

Requirements: The candidate 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 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 and for supervisory experience. Applicant must have interpersonal and organizational skill, the ability to work with minimal supervision, and the ability to exercise mature judgment. Working knowledge of Microsoft Word, Excel and Adobe is required.

How to Apply: To apply, send a letter describing your interest in the position and a resume to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position.

Application Deadline: Until filled.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of age, gender, race, national origin, ethnicity, sexual orientation, religion or disability.