

FEDERAL DEFENDER PROGRAM
United States District Court
for the Northern District of Illinois

March, 2021

Legal Docketing Assistant Position Announcement

The Federal Defender Program for the Northern District of Illinois is now accepting applications for the position of Legal Docketing Assistant for our Chicago office. The position is full-time. The Federal Defender Program operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide legal defense services in federal criminal cases and related matters. The Federal Defender Program is a private, non-profit 501(c)(3) corporation.

The Legal Docketing Assistant compiles, analyzes, and maintains case statistics for the Federal Defender Program of the Northern District of Illinois. This position requires opening and closing of case files, organizing casefile updates using specialized software programs, inputting client information, and other statistical information into database, preparing regular statistical reports, and maintaining archived closed files, both on and off site, among other tasks.

Qualified applicants must possess a high school degree or the equivalent, at least one year of work experience, preferably in a law office, general understanding of confidentiality issues such as attorney/client privilege, an ability to analyze and apply relevant policies and procedures to office operations, an ability to communicate orally and in writing, the ability to recognize and analyze problems and recommend practical solutions, the ability to use a personal computer. Some knowledge of Word, Excel, and Adobe Acrobat is required.

Salary is commensurate with experience and is payable only by direct deposit. Good benefits apply. Appointment is subject to availability of funds. The Federal Defender Program is an equal opportunity employer. Women and minorities are encouraged to apply.

The application deadline is March 29, 2021. Applicants must be able to begin no later than May 15, 2021. Qualified persons should apply by submitting a cover letter, resume, salary history, and three references via e-mail only (No telephone inquiries please) to:

Isela Antunez
Assistant to the Executive Director
Federal Defender Program
55 East Monroe Street
Suite 2800
Chicago, IL 60603
Isela_Antunez@fd.org

We appreciate your interest.