

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Legal Secretary

The Office of the Federal Public Defender for the District of Maryland seeks two experienced, top-notch legal secretaries -- one for our Baltimore office and one for our Greenbelt office. Mastery of Windows and ability to handle a busy caseload of 4-5 attorneys is required. Successful applicant must have ability to work with minimal supervision, meet short deadlines and perform well under pressure. Experience with records retrieval and document management preferred. Appreciation for teamwork and sensitivity to client confidentiality essential.

Submit resume with cover letter via email to **raquel_bowley@fd.org** or by mail to Raquel Bowley, Federal Public Defender, 100 S. Charles St., #900, II, Baltimore, MD 21201. Salary commensurate with experience. No telephone calls. **Application Deadline: June 30, 2024.**

The Office of the Federal Public Defender seeks to hire employees from diverse backgrounds and perspectives that are reflective of our clients and the communities we serve, including people with disabilities, people of color, women, LGBTQ candidates, and members of traditionally underrepresented groups.

The Office of the Federal Public Defender is an Equal Opportunity Employer and follows the Employee Dispute Resolution Plan of the United States Court of Appeals for the Fourth Circuit. The successful candidate will be subject to a mandatory background check, including an FBI name and fingerprint check.