



**FEDERAL PUBLIC DEFENDER
SOUTHERN DISTRICT OF ILLINOIS
VACANCY ANNOUNCEMENT**



Position: Part-time Receptionist
Location: East St. Louis, IL

The Office of the Federal Public Defender for the Southern District of Illinois is accepting applications for a part-time receptionist position. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters to individuals unable to afford counsel.

Requirements: To qualify for the position, applicant must be a high-school graduate or equivalent, have one (1) year of relevant experience, be team-oriented, and willing to learn. Appointment is subject to a satisfactory background investigation.

Duties: The part-time receptionist duties include receiving and directing telephone calls, delivering court documents for filing, assisting with word processing tasks and scanning, receiving and routing incoming mail and deliveries, photocopying legal documents, assisting with the continuous organization of the case file room, and administrative duties.

Salary and Benefits: By federal law, to be eligible, candidates must: be U.S. Citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be lawful permanent resident seeking citizenship.

This position is “at-will,” excepted service, and does not carry the tenure rights of the competitive Civil Service. Compensation includes federal government employee benefits, paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. Salary is commensurate with qualifications and experience and is subject to direct deposit.

How to Apply: If you have a positive attitude, are attentive to detail, like a challenge, and want to be a part of an energetic criminal defense office, please e-mail a letter of interest, resume, [Form AO 78](#), and three references in .pdf format to the attention of: ILS_HR@fd.org with the subject line: Part-Time Receptionist. Open until filled. Only candidates in consideration for this position will be contacted.

The Federal Public Defender’s Office for the Southern District of Illinois is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.