

**FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OKLAHOMA**

**POSITION ANNOUNCEMENT
ADMINISTRATIVE SECRETARY**

The Federal Public Defender for the Northern District of Oklahoma is accepting applications for the position of Administrative Secretary. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

REQUIREMENTS AND QUALIFICATIONS: The Administrative Secretary must be a high school graduate or the equivalent and must have a minimum of three (3) years of legal secretarial experience. Experience must be in either criminal or appellate litigation. The individual must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skills, and/or abilities necessary to perform the essential functions of the job.

JOB DESCRIPTION: The Administrative Secretary provides secretarial support to administrative staff; provides secretarial, clerical, and administrative assistance related to the management of the CJA Panel; compiles report data when requested; and performs all other duties as assigned.

SELECTION CRITERIA: The successful applicant should possess an eye for detail; exceptional organization, judgment, and time management skills; willingness and motivation for teamwork; ability to produce quality work under pressure; a general understanding of office confidentiality issues, such as attorney-client privilege; ability to analyze and apply relevant office policies and procedures; the ability to communicate in writing and orally; the ability to use a personal computer and be proficient in Microsoft Word.

SALARY AND BENEFITS: The starting salary of an Administrative Secretary is commensurate with experience. This is a graded position ranging from \$40,262 to \$49,549. It includes regular Government employment benefits such as health and life insurance, retirement, and the Thrift Savings Plan. Appointment is subject to a satisfactory background investigation. Salary is payable only by Electronic Funds Transfer (direct deposit).

HOW TO APPLY: To be considered for this position, qualified persons may apply by submitting a letter of interest and resume (with at least three personal and professional references) to Julia O'Connell, Federal Public Defender at OKNresumes@fd.org.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

The Federal Public Defender is an Equal Opportunity Employer