

**FEDERAL PUBLIC DEFENDER
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

POSITION VACANCY ANNOUNCEMENT

CLERICAL ASSISTANT

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for the position of Clerical Assistant for the Muskogee office. 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.

Job Description: The Clerical Assistant greets and directs office visitors, receives mail and deliveries, operates postage metering system and affixes appropriate postage to outgoing mail, arranges for express mail and courier services, answers and routes telephone calls, takes and distributes messages, operates facsimile machine, and performs other duties as assigned including secretarial duties.

Requirements & Qualifications: Enthusiastic and detail-oriented person with high proficiency in Microsoft Word, Adobe Acrobat and Microsoft Excel. Requires 2 years experience with some clerical experience preferred. High school graduate or equivalent.

Salary: This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

How to Apply: To be considered for this position, qualified persons may apply by emailing a letter of interest, resume, and three references in a single .pdf document to Julia O'Connell, Federal Public Defender at oknresumes@fd.org.

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.
MORE THAN ONE POSITION MAY BE FILLED BY THIS ANNOUNCEMENT.**

The Federal Public Defender is an Equal Opportunity Employer