

Federal Public Defender

Central District of Illinois

RICHARD H. PARSONS
Chief Federal Defender

401 Main Street, Suite 1500
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POSITION ANNOUNCEMENT

Closing Date: Open Until Filled
Legal Secretary

The Urbana Branch of the Office of the Federal Defender for the Central District of Illinois is accepting applications for the position of Legal Secretary.

This position provides secretarial and clerical support to the attorneys. The successful candidate must demonstrate advanced knowledge of legal terminology; be proficient with word processing and database programs; have familiarity with the Federal Court's CM/ECF system; understand district and circuit court rules and protocols; and have **significant prior experience** as a legal secretary. Duties include typing, editing and proofreading legal documents, correspondence, and memoranda; assembling copies of briefs, pleadings, and memoranda with attachments for filing and mailing; screening and referring telephone and in-person callers; screening incoming mail; reviewing outgoing mail for accuracy; handling routine matters as authorized; maintaining calendars and setting appointments; photocopying; and case file management.

The successful candidate will have a general understanding of office confidentiality issues, such as attorney/client privilege; the ability to analyze and apply relevant policies and procedures to office operations; exercise good judgment; a general knowledge of office protocols and secretarial processes; analyze and recommend practical solutions; and the ability to use a personal computer.

This full time position with federal salary and benefits is based on qualifications and experience. Salary to commensurate with experience. Position subject to funding.

No phone calls, faxes, or emails. To apply, send cover letter, resume, and three references to:

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Candidates selected for an interview will receive a response within 30 days of receipt of the application. Those not selected for an interview will receive no response to their application within this time period.

The Office of the Federal Defender is an equal opportunity employer. Women and minorities encouraged to apply.