

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama POSITION ANNOUNCEMENT
Administrative Assistant - Birmingham Office

The Office of the Federal Public Defender for the Northern District of Alabama, is accepting applications for the position of Administrative Assistant for the Birmingham office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

General areas of responsibility include, but are not limited to: assist the Defender and Administrative Officer with all of aspects of office administration, provide administrative support in case management, assist in basic operations of the office, preparing and submitting administrative paperwork, reports and spreadsheets. Provide other direct support of daily operations as needed/required and perform all other duties as assigned.

The successful candidate will be a high school graduate or equivalent; have experience providing progressively responsible administrative support with a minimum of three years of general experience plus two years of specialized experience, excellent computer skills in the areas of word processing and database development and, due to the sensitive nature of the position, excellent interpersonal and communication skills are required.

This position is full-time with federal salary and benefits. Salary is dependent on experience and qualifications. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer.

Please send a cover letter and resume to:
Kevin Butler
Federal Public Defender
Office of the Federal Public Defender
505 20th Street North, Suite 1425
Birmingham, AL 35203
PLEASE NO TELEPHONE INQUIRIES
Application Deadline: February 12, 2021

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL
OPPORTUNITY EMPLOYER**