

**Federal Public Defender
Eastern District of Louisiana**

**POSITION ANNOUNCEMENT
Receptionist**

Federal Public Defender of the Eastern District of Louisiana seeks receptionist for its New Orleans office. Must be a high school graduate with experience as a receptionist with strong communication/organization/grammar skills. The Receptionist greets and directs office visitors, receives mail and deliveries, arranges for express mail and courier services, answers and routes telephone calls, takes and distributes messages and delivers court documents. Must be computer literate (Word Perfect), punctual and detail oriented. Duties include answering multiline phones, interaction w/clients and public, scheduling/tracking court calendars, and other duties as assigned. including legal secretary duties. Spanish Language and legal experience is desirable.

The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters upon appointment by the U.S. District Court.

SALARY AND BENEFITS:

The starting salary is commensurate with experience, qualifications and education. Entry level is Judiciary Scale (JS) 5 (\$31,315.00) with promotion potential to Judiciary Scale (JS) 7 (\$38,790.00). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position includes regular U.S. Government employment benefits, including annual leave according to years of service, sick leave, health and life insurance, and a retirement system. Parking is also included. Salary is payable only by Electronic Funds Transfer (direct deposit)..

HOW TO APPLY:

Submit cover letter, resume, salary history and 3 business references to:
Receptionist
Federal Public Defender
500 Poydras Street, Suite 318
New Orleans, LA 70130

No phone calls! Only applicants contacted for interview will be notified.

Successful candidate will be subject to a background check as a condition of employment.

**The Federal Public Defender for the Eastern District of Louisiana
Is an Equal Opportunity employer.**