



FEDERAL PUBLIC DEFENDER  
CENTRAL DISTRICT OF ILLINOIS  
**Position Announcement**  
**LEGAL ASSISTANT**

Posted: June 13, 2018

Application deadline: June 26, 2018

The Federal Public Defender for the Central District of Illinois is accepting applications for the full-time, permanent position of Legal Assistant. This position will be held in Springfield, IL, supporting the Assistant Federal Public Defenders, Research & Writing Specialist, and Mitigation Specialist assigned to that duty station. The Federal Public Defender's Office operates under the authority of the Criminal Justice Act 18 U.S.C. § 3006A to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

**Duties.** The Legal Assistant will provide secretarial and administrative support utilizing advanced knowledge of legal terminology and word and information processing and must understand district and circuit court rules and protocols. Primary duties include:

- Answering and routing telephone calls and in-person callers.
- Preparing written correspondence and proofreading initial drafts of documents prepared by other staff and maintaining correspondence control records.
- Assembling copies and attachments for mailing and filing.
- Routing incoming mail and deliveries and preparing outgoing mail using Stamps.com.
- Handling general, routine matters as authorized.
- Maintaining calendars: setting appointments as authorized, arranging meetings and conferences with clients, notifying staff of court dates and times, and updating any changes in the calendar.
- Opening, closing, and updating cases in Defender Data (case management system).
- Organizing case files, both electronic and paper.
- Proofing, coding, filing, generating appendices, copying, binding, and disbursing appellate briefs as needed.
- Coordinating local travel as needed for Springfield staff.
- Acting as point of contact for District Court, U.S. Attorney, Probation, and US Marshals Service staff regarding court hearings, appointments, etc.
- Coordinating requests for experts, such as interpreters, and preparing transcript requests for attorneys.
- All other administrative assistance as needed.

**Requirements and Qualifications.** Applicants must be United States citizens or authorized to work in the United States. To qualify for this position, the applicant must be a high school graduate or equivalent and have at least two years general secretarial experience plus one year specialized legal secretarial experience. Education above the high school level may be substituted for some experience. Candidates must possess knowledge of legal secretarial principles, practices, methods, and techniques; a general understanding of office confidentiality issues; organizing skills; and the ability to use general office equipment. Proficiency in the use of software such as Microsoft Office (particularly Word and Excel) and Adobe Acrobat is required. Candidates must be able to work independently and prioritize and multi-task effectively. Written and verbal communication skills are a must.

**Salary and Benefits.** This position is in the excepted service and offers full federal benefits (subject to the terms of the benefit packages), including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and sick leave, and paid holidays. Direct deposit is required for payment of compensation for employees. The successful candidate will be subject to a background check as a condition of employment. Position is subject to the availability of funds. Starting salary will be commensurate with experience with a range from JSP (Judiciary Salary Plan) Grade 6, Step 1 to JSP Grade 8, Step 1 (currently \$37,223 to \$45,810 per annum).

**Application Information.** Qualified applicants should send a letter of interest, a current and detailed resume, the names and contact information for three work references who may be contacted, and a completed AO78 application to:

**[ilchr@fd.org](mailto:ilchr@fd.org)**

The Federal Public Defender's Office for the Central District of Illinois is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Costs associated with interviewing and relocation will not be reimbursed. **No telephone inquiries please.**

# FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name ( <i>Last, First, Middle Initial</i> )	2. Phone Number
3. Present Address ( <i>Street, City, State, Zip</i> )	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth ( <i>complete only for law enforcement positions</i> )

## GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If no, give the Country of your citizenship _____
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan                      Grade                      Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____ _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____ _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)

## BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? ( <i>Include felonies, firearms or explosives violations, misdemeanors, and all other offenses</i> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. Have you been convicted by a military court-martial in the past 10 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? ( <i>Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan).</i> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

## EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, Date of Completion _____
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b. Name and location of colleges or universities attended ( <i>including law schools</i> )	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

**JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS**

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

**APPLICANTS FOR LEGAL POSITIONS**

18. a. Are you admitted to the Bar?  YES  NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. \_\_\_\_\_
- Is your Bar membership  ACTIVE  INACTIVE \_\_\_\_\_
- b. What was your scholastic standing in law school?  UPPER ½  UPPER ⅓  UPPER ¼
- c. Were you a member of an editorial board of law review or a moot court participant?  YES  No

**19. REMARKS** (*Use this space for continuation of answers. List the item number being explained.*)

Blank space for remarks.

**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_