

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

Joseph W. Gandert
Supervisory Assistant
Albuquerque Office
111 Lomas NW, Suite 501
Albuquerque, NM 87102
Tel (505) 346-2489
Fax (505) 346-2494

Stephen P. McCue
Federal Public Defender
Albuquerque

Robert E. Kinney
Supervisory Assistant
Las Cruces Office
506 S. Main, Suite 600
Las Cruces, NM 88001
Tel (575) 527-6930
Fax (575) 527-6933

POSITION ANNOUNCEMENT
Secretary to the Federal Public Defender or
Legal Secretary
2009-01

The Federal Public Defender office for the District of New Mexico is accepting applications for **Secretary to the Federal Public Defender** or **Legal Secretary**, to be stationed in Albuquerque. More than one appointment may be made from this announcement. Federal salary and benefits apply.

Secretary to the Defender- Minimum qualifications are high school graduate or equivalent and at least five years legal secretary experience. Duties include but are not limited to providing executive level secretarial and clerical support to the Federal Public Defender and other attorneys as assigned. May also be required to provide administrative support as necessary. Starting salary ranges from a JSP-8 to JSP-10, currently yielding \$40,779 to \$49,600 annually depending on experience.

Legal Secretary - Minimum qualifications are high school graduate or equivalent and at least three years legal secretary experience. Duties include but are not limited to assignment to two or more attorneys. Starting salary ranges from a JSP-6 to JSP-8, currently yielding \$33,135 to \$40,779 annually depending on experience.

All candidates must be proficient with a computer, with emphasis in WordPerfect and other Windows based programs. Must possess transcription skills and a general knowledge of all legal office functions including calendaring, filing, answering phones, and operation of office equipment. Must possess excellent communication and interpersonal skills, be self motivated and capable of working in a fast paced office. Must have a working knowledge of legal terminology and court procedures, be dependable and be a team player. Spanish fluency a plus. References will be required of those selected for an interview. Selected applicant will be subject to a background investigation.

The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and provides legal representation in federal criminal cases and related matters in the federal courts. The Federal Public Defender is an equal opportunity employer. Direct deposit of pay is mandatory. Position subject to the availability of funds.

Send resume with cover letter to: Stephen P. McCue
Federal Public Defender
111 Lomas Blvd. NW, Suite 501
Albuquerque, NM 87102

Applications must be post marked by November 24, 2008. No phone calls please.