



## **Office of the Federal Public Defender**

**150 Fayetteville Street, Suite 450  
Raleigh, North Carolina 27601**

### **POSITION ANNOUNCEMENT RECEPTIONIST**

**THE FEDERAL PUBLIC DEFENDER** for the Eastern District of North Carolina is accepting applications for the position of Receptionist to be stationed in our Raleigh office. The Federal Public Defender operates under 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.

**Requirements:** To qualify for Receptionist, a person must be a high school graduate or the equivalent and must have at least two years of general experience; some higher education may be substituted for experience. Personal computer, advanced word-processing skills and Spanish-language fluency is strongly preferred; handling multiple phone lines and law office experience is preferred. Employment is subject to a satisfactory background investigation. Employment also requires a person be fully vaccinated for COVID-19 and provide proof of such prior to entrance on duty.

**Duties:** Answer telephones and greet visitors; interact courteously with clients, colleagues, the public and court personnel. Work well under pressure; type correspondence, enter statistical data and produce reports. Pick up and process incoming mail from postal mailbox in basement. File and pickup papers at the federal courthouse. Drop-off and pickup papers at the US Attorney's Office. Place postage on outgoing mail and deposit in proper mail receptacles. Accomplish other duties as assigned. The full Position Qualifications and Position Description is available for inspection in this office.

**Selection Criteria:** Candidates must possess good communication skills, initiative and capability of working in a high volume, fast-paced office. The successful candidate will also have a demonstrated work history of dependability, responsibility and the ability to be a team player.

**Salary and Benefits:** This is a full-time position with federal salary based upon qualifications and experience. The starting salary for this position will fall within a range of \$37,592 and \$46,566 (JSP-5, Step 1 and JSP-7, Step 1) per annum. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement and the Thrift Savings Plan. All employees are subject to mandatory electronic funds transfer (direct deposit) of net pay.

**Application Process:** To apply, please email the following **in a single Adobe PDF document** to [dawn\\_gray@fd.org](mailto:dawn_gray@fd.org) using the subject line “**Receptionist**” by close of business on Friday, July 15, 2022:

- **A letter of interest**
- **A resume**

**The Federal Public Defender is an Equal Opportunity Employer**