

FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF MISSOURI
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POSITION ANNOUNCEMENT
RECEPTIONIST/CLERICAL ASSISTANT

The Federal Public Defender, Western District of Missouri, is accepting applications for the position of receptionist/clerical assistant for the Kansas City, Missouri office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Requirements: To qualify for the position, applicant must be a high-school graduate or equivalent, have one (1) year of relevant experience, be team-oriented, and willing to learn. All highly motivated, exceptional candidates will be considered. Appointment is subject to a satisfactory background investigation.

Duties: Receptionist/Clerical Assistant duties include receiving and directing telephone calls, delivering court documents for filing, assisting with word processing tasks and scanning, receiving and routing incoming mail and deliveries, photocopying legal documents, assisting with the continuous organization of the case file room, and administrative duties.

Salary and Benefits: By federal law, to be eligible, candidates must: be U.S. Citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be lawful permanent resident seeking citizenship.

This position is “at-will,” excepted service, and does not carry the tenure rights of the competitive Civil Service. Starting salary ranges from \$37,262 to \$46,156, depending on experience. Compensation also includes federal government employee benefits, paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply: If you have a positive attitude, are attentive to detail, like a challenge, and want to be a part of an energetic criminal defense office, please e-mail a letter of interest, resume, and three references in .pdf format to the attention of: fpdmow@gmail.com

Open until filled. Only candidates in consideration for this position will be contacted. Anticipated start date: February 1, 2021.

**The Federal Public Defender is an Equal Opportunity Employer.
Women and Minorities are encouraged to apply.**