

**Federal Defenders of Eastern Washington and Idaho
Position Announcement**

**RECEPTIONIST
Yakima, Washington**

Federal Defenders of Eastern Washington and Idaho is now accepting applications for a **Receptionist** position in **Yakima, Washington**.

Federal Defenders of Eastern Washington and Idaho is the Community Defender Organization (*see* 18 U.S.C. § 3006A(g)(2)(B)) for the Eastern District of Washington and the Northern District of Idaho. The organization is a non-profit corporation funded by a grant from the federal government. Employees of Federal Defenders of Eastern Washington and Idaho are considered “at will” and are not government employees. The organization provides defense services in federal criminal cases and related matters appointed by the court. The organization's main office is in Spokane, Washington, with a branch office in Yakima, Washington.

JOB DESCRIPTION: The receptionist provides a variety of front-desk and clerical support including, but not limited to: receiving, screening and directing telephone calls from a 6-line phone system; greeting visitors; keeping track of staff arrivals, departures and destinations; filing and archiving documents and case files; creating daily court calendar; answering general inquires and furnishing general information to clients, members of the general public, court personnel and the local bar members; handles the court run, assists with word processing tasks and assignments; receives and routes incoming mail/deliveries as well as processes outgoing mail; and performs other duties as assigned. Receptionist position is Monday through Friday, 8:00 a.m. to 5:00 p.m.

REQUIREMENTS & QUALIFICATIONS: Must be a high school graduate or the equivalent and have at least two (2) years of general experience; some higher education may be substituted for experience. Applicants must have strong communication (orally and in writing), organization and grammar skills, word processing skills (Word and Excel), the ability to exercise good judgment in a mature and diplomatic manner, general knowledge of office practices and secretarial processes, and a general understanding of office confidentiality issues, i.e. attorney/client privileges. Applicant must also be dependable, punctual, detail-oriented, must be able to work well with others as well as independently and possess initiative and discretion. Fluent in Spanish is strongly preferred but not required. Applicants may be subject to typing, spelling and grammar tests.

This office believes that true excellence is achieved through collaboration between people of diverse perspective and shared respect. We ask any who are willing to give their best to our indigent clients apply for this position.

SALARY/BENEFITS: This is a full-time position. Salary is commensurate with qualifications and experience. Benefits are provided, and salary is payable by direct deposit.

TO APPLY: Send Resume with Letter of Interest and 3 references by electronic submissions in PDF format only to:

Email: ewa_employment@fd.org
Subject Line: Receptionist - Yakima

APPLICATION DEADLINE: September 15, 2017

Applications received after this date may be considered if the position is not filled and is subject to the availability of funds. **No telephone calls.**

Interviews will be scheduled in Yakima, Washington (travel to interview is at your own expense).

The Federal Defenders of Eastern Washington and Idaho is an equal opportunity employer. We encourage people of diverse backgrounds to apply.