

**Virginia Indigent Defense Commission
Charlottesville Public Defender Office
Secretary I
Starting Salary: \$27,030**

Duties:

This position will play an important role in the Charlottesville Public Defenders Office as it will support several of positions to include attorneys, investigators and sentencing advocates. Duties for the position will include typing a variety of documents to include but not limited to memos, letters and various types of legal documents, maintaining a filing system, and communicating and interacting with the public, office colleagues and judicial system personnel.

Qualifications:

Position requires working knowledge of office practices and procedures as well as creating and editing, letters, memos and legal documents. Experience in the use of computer software to include word processing, spreadsheet and database applications are required. The qualified candidate will have the ability to communicate effectively both orally and in writing and work independently and dependently in a team driven environment. The desired candidate will have related experience providing clerical support in a criminal justice/law enforcement environment and in the use of Microsoft Applications.

How to Apply:

Applicants should submit a state application, resume, cover letter and references to: Charlottesville Public Defender Office, Attn: James Hingeley, 409 Third Street, N.E., Charlottesville, VA 22902 or fax (434) 951-6444. Application deadline is by c.o.b. on July 16, 2009.

Equal Opportunity Employer