

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
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Vacancy Announcement

Position: Office Services Unit (OSU) Assistant
Location: Los Angeles Office
Deadline: April 26, 2024

The Federal Public Defender's Office for the Central District of California is accepting applications for a full-time office services unit (OSU) assistant position for our Los Angeles office. The Federal Public Defender's office is committed to the pursuit of justice by advocating in federal court for the constitutional rights and inherent dignity of individuals who are charged with federal crimes and cannot afford their own lawyer.

The Federal Public Defender's Office for the Central District of California is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

Job Duties: OSU assistants provide support to case teams and to the daily operations of the office. General areas of responsibility include ordering and maintaining office supplies; processing all incoming and outgoing faxes, mail, and packages; photocopying and scanning documents into various case-related drives; reproducing CDs and DVDs; transferring files from various drives onto hard drives, CDs and DVDs; courthouse filing runs and general delivery services to judges, U.S. Attorney's Office, and others, as required; retrieving records from various court organizations; shuttle services for staff to courthouses and detention centers; driving and providing support to Santa Ana and Riverside branch offices; maintaining fleet cars; maintaining the library; and moving furniture, boxes and other items, as needed.

Requirements: All applicants must have a high school diploma, at least. Candidates must demonstrate a high level of computer literacy, including expertise with Outlook, Microsoft Office and Adobe Acrobat programs. Experience operating, troubleshooting, and maintaining office equipment is also highly preferred. This position may require extensive travel and the ability to lift and move boxes up to 50 lbs. Applicants must possess a valid driver's license and be familiar with driving in the Santa Ana and Riverside areas.

Selection Criteria: Successful applicants demonstrate an interest in social justice, civil rights, or indigent defense; must have excellent communication and interpersonal skills; an ability to organize work and set priorities to meet critical deadlines; capable of learning new technological tools, when needed; able to work independently and take initiative; and works well in teams. A background investigation is required as a condition of employment. In line with current appropriations law,

applicants must be United States citizens or permanent residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

How to Apply: Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Cuauhtemoc Ortega, Federal Public Defender, at employment@fpdcdca.org with the subject line: **OSU ASSISTANT APPLICATION (LOS ANGELES)**. All application materials must be received by **Friday, April 26, 2024**. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.