

Jefferson County Public Defender's Office

THE JEFFERSON COUNTY PUBLIC DEFENDER'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage all qualified applicants to apply without regard to age, color, national origin, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression.

ADMINISTRATIVE ASSISTANT

The Jefferson County Public Defender (JCPD) seeks applications for the position of Administrative Assistant for the Birmingham Division to join an interdisciplinary criminal defense legal team. The ideal candidate will work well within a team and be able to manage time sensitive tasks.

All skills must be completed simultaneously working with a team of dedicated Public Defenders focused on holistic, client-centered representation. Our office is committed to seeking and sustaining a culturally and ethnically diverse working environment. We are an office of 40+ attorneys and a complete array of administrative support staff, investigators and social service workers. We firmly believe that continuing to build a diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds and ethnicities and abilities will yield better results for our clients and our office.

The Jefferson County Public Defender's Office is located at 950 22nd Ave. North, Birmingham, AL 35203. This is a full-time position, work hours are generally 8:00am – 5:00pm, Monday – Friday.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Minimum High School Diploma or GED; college degree and/or prior administrative experience highly preferred;
- Excellent written and oral communication skills;
- Proficiency in word processing;
- Significant experience with computers and e-mail;
- Proficiency in the use of web-based software, MS Word, and MS Excel;
- The ability to professionally relate to clients, colleagues and court personnel;
- Organizational skills;
- Self-motivation;
- Ability to work sensitively with the indigent community;
- Ability to manage stress, handle a large caseload and work in a fast-paced environment.

RESPONSIBILITIES:

- Conducting conflict checks;
- Entering information into a case management database;

- Answering the main switchboard and directing callers to staff and making referrals;
- Processing office files by updating information in a database;
- Communicating with clients and judicial assistants on attorneys' behalf;
- Greeting and assisting visitors to the office;
- Creating and archiving electronic and paper files;
- Perform other tasks as required and directed by supervisory staff.

COMPENSATION AND BENEFITS

Employees of the Jefferson County Public Defender's Office receive State of Alabama Employee benefits including:

- Paid sick leave;
- 13 paid holidays;
- Paid annual leave;
- Subsidized employee health insurance, with optional family coverage;
- Flexible employee benefits; and
- Retirement plan.

Interested applicants should send a resume and cover letter to careers@jeffcodefender.org.

Positions within the Jefferson County Public Defender's Office are at-will and not subject to the State of Alabama's Merit System.

The deadline to apply is Monday, May 16, 2022 at 5:00pm CST.

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