VACANCY ANNOUNCEMENT
LEGAL SECRETARY
21st Judicial District

LOCATION: Franklin, Tennessee

SUMMARY: Under general direction and supervision performs a full range of administrative and office support duties for the District Public Defender and other office personnel.

DUTIES AND RESPONSIBILITIES:

- Screen and provide information in response to telephone calls, responding independently when possible
- Compose, prepare, and process legal, general and confidential correspondence, including e-mail and fax
- Establish, organize, and assure maintenance of paper and computer records management/ file systems
- Provide service to clients by answering questions, providing information, making referrals, etc.
- Assist and communicate with the Office Manager, Attorneys, and citizens while maintaining a high degree of confidentiality

QUALIFICATIONS:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of increasingly responsible full-time secretarial or office clerical work; additional qualifying education at an accredited college, business school or technical institute in secretarial science may be substituted for the required experience on a year for year basis to a maximum of two years.

SALARY AND BENEFITS: Salary DOE. Full State Benefits package.

APPLICATION PROCEDURE AND DEADLINE:

Submit resume and three references to:
Ms. Beth Smith, Office Manager
Tennessee District Public Defenders Conference
21[51] Judicial District
208 East Main Street
Franklin, TN 37064

Resumes must be received by: November 23, 2018.

EQUAL OPPORTUNITY: The Tennessee District Public Defenders Conference is an equal opportunity employer, and does not discriminate against any person because of race, color, religion, sex, national origin, age or disability in accordance with Title VI and Title VII of the Civil Rights Act of 1964 as amended and other applicable authorities.