

**FEDERAL DEFENDERS  
MIDDLE DISTRICT OF ALABAMA  
FEDERAL DEFENDER PROGRAM, INC.**  
817 S. COURT STREET  
MONTGOMERY, AL 36104  
TELEPHONE (334) 834-2099  
FACSIMILE (334) 834-0353

CHRISTINE A. FREEMAN  
Executive Director

**POSITION ANNOUNCEMENT**  
**Legal Secretary**

The Middle District of Alabama Federal Defender Program, Inc. is accepting applications for a ***FULL-TIME LEGAL SECRETARY*** to assist attorneys, investigators and other staff in providing representation to indigent persons in criminal and post-conviction cases in federal court.

Applicants must have a high school diploma or equivalent, a minimum of two years general experience and one year specialized experience which provides a working knowledge of and proficiency in legal secretarial duties; writing skills and proficiency in computer skills; and ability to work well with others.

Interested persons should send a letter describing your interest in the position, and enclosing a resume and references to: Operations Administrator, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, AL 36104. Faxed applications are acceptable. Please do not telephone regarding the position.

Salary for this position depends on experience. This program offers excellent benefits.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of sex, race, age, ethnicity, national origin, sexual orientation, religion or disability.

The position is open until filled.

Posted 10/13/2009.