

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

Tracy Hucke, Wyoming Branch Supervisor
Mary V. Butterton, Senior Litigator

Virginia L. Grady, Federal Public Defender
Matthew K. Belcher, First Assistant

O. Dean Sanderford, Chief, Appeals
John C. Arceci, Senior Counsel

**POSITION ANNOUNCEMENT
RECEPTIONIST – DENVER, COLORADO**

The Colorado office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a receptionist to join our Denver office. The Office of the Public Defender operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.

Job Description: This front office and clerical position provides support to our Colorado and Wyoming offices. The receptionist is responsible for receiving, screening, and routing telephone calls from clients and the public; greeting and directing visitors; arranging conference calls; receiving and routing incoming mail, faxes, and deliveries; delivering court documents for filing; and performing all other duties as assigned. The office environment is collaborative, positive, and client-centered, with many opportunities for advancement.

Requirements and Qualifications: To qualify for this position, a candidate must be a high school graduate, or the equivalent, and have a minimum of two years of general office experience. Applicants must be team-oriented with the ability to communicate well with colleagues and clients. Knowledge of law office practices, legal terminology, and Word and Excel for Office 365 is preferred but not required. Proficiency in Spanish is strongly preferred.

Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.

Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 5 (\$39,817 - \$51,761), JSP Grade 6 (\$44,385 - \$57,701), and JSP Grade 7 (\$49,322 - \$64,114). Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply: Qualified individuals should submit a letter of interest and resume in .pdf format to

Veronica Knights, Personnel Administrator
employment@cofpd.org

Subject Reference: Receptionist Position - Denver

Interviews will be conducted in person or via videoconference. Cost of travel must be incurred by the applicant.
No phone calls, please.

The Federal Public Defender is an equal opportunity employer.

Cheyenne, Wyoming
214 W. Lincolnway, Suite 31A
Cheyenne, WY 82001
Phone: 307-772-2781
Fax: 307-772-2788

Denver, Colorado
633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
Fax: 303-294-1192

Casper, Wyoming
Ewing T. Kerr Federal Building
111 South Wolcott Street, Room 312
Casper, WY 82601
Phone: 307-772-2781
Fax: 307-772-2788

www.cofpd.org