

# FEDERAL PUBLIC DEFENDER

Southern District of Florida

[www.fpdsouthflorida.org](http://www.fpdsouthflorida.org)

**Hector A. Dopico**  
Interim Federal Public Defender

Location: Miami

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Kirsten Nelson  
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Victor Van Dyke  
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Ft. Lauderdale:

**Robert N. Berube**  
**Bernardo Lopez,**  
Supervising Attorneys

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Huda Ajlani-Macri  
Janice Bergmann  
Brenda G. Bryn  
Timothy M. Day  
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Margaret Y. Foldes  
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Jan C. Smith  
Wesley Wallace

West Palm Beach:

**Peter Birch,**  
Supervising Attorney

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Lori Barrist  
Scott Berry  
Caroline McCrae  
Kristy Militello

Fort Pierce:

Aisha Nash  
Kafahni Nkrumah

**FEDERAL PUBLIC DEFENDER**  
**POSITION ANNOUNCEMENT**  
**RECEPTIONIST/CLERICAL ASSISTANT**  
**FORT LAUDERDALE OFFICE**

The Federal Public Defender for the Southern District of Florida is accepting applications for the full-time position of Receptionist/Clerical Assistant in our Fort Lauderdale office. The Federal Public Defender, a branch of the United States Courts, is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act (18 U.S.C. § 3006A) to provide defense services to indigent persons in federal criminal cases.

**Requirements:** The successful applicant must be a high school graduate or equivalent and have at least one year of general experience, criminal work preferred. Bilingual [Spanish/English] necessary. Some education may be substituted for experience.

**Duties:** The receptionist/clerical assistant provides a variety of front-desk and clerical support services to the staff and assists the Assistant Defender(s) in the following manner: receives, screens, and refers or directs telephone calls; answers general inquiries and provides information according to available reference material; possesses basic knowledge of the legal process and legal terminology and knowledge of office practices and procedures; understands and exercises care regarding attorney/client privilege and confidentiality; greets and directs visitors; monitors interior office access; keeps track of staff arrivals, departures, destination and leave; records and distributes telephone or in-person messages to personnel who are unavailable; determines urgency of messages and seeks appropriate action; determines exceptions to requests for no interruptions; furnishes information to clients, members of the general public, court personnel, and the bar regarding staff availability and/or court schedules; answers general inquiries; screens collect telephone calls from incarcerated defendants and the general public's requests for assistance; directs calls appropriately; assists with word processing tasks and assignments; types memoranda, correspondence; reports and other documents; retrieves, formats and revises documents; operates the facsimile machine, copier and other shared office equipment; routes incoming facsimile transmissions; assists other staff members in use of machines; places overseas calls, arranges conference calls and fully utilizes communication features available through the office telecommunication system; receives and routes incoming mail and deliveries; arranges for courier or express mail service; oversees outgoing mail; delivers court documents for filing; delivers documents to the U.S. Attorney and other court agencies, as appropriate; performs all other duties as assigned.

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**Miami**

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**Ft. Lauderdale**

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Tel: (954) 356-7436  
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**West Palm Beach**

250 South Australian Avenue  
Suite 400  
West Palm Beach, FL 33401-5040  
Tel: (561) 833-6288  
Fax: (561) 247-7094

**Ft. Pierce**

109 North 2nd Street  
Ft. Pierce, FL 34950  
Tel: (772) 489-2123  
Fax: (772) 489-3997

**Selection Criteria:** Applicants must be U.S. citizens or eligible to work in the United States. Applicants must have excellent proofreading and editing skills with a meticulous attention to detail, computer literacy with a working knowledge of Word and WordPerfect, accurate typing, filing skills, excellent organizational and written communication skills with demonstrated ability to communicate effectively with individuals and groups with varying experience and backgrounds, prior criminal communication and interpersonal skills, as well as a working knowledge of legal terminology and court procedures. Prolonged periods of sitting at a desk are necessary and must be able to occasionally lift up to 25 pounds. Bilingual; Spanish/English is necessary.

The selected candidate will be subject to a background check as a condition of employment.

**Salary and Benefits:** This is a full-time position and federal salary and benefits apply. Salary commensurate with experience and qualifications of the applicant and will be based on the Judiciary Salary Plan. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation of net pay.

**How to Apply: No telephone calls please.** Qualified persons may apply by submitting a letter of interest outlining experience, resume and two work references *[send in PFD format as ONE attachment]* to: [Raisa\\_Gonzalez@fd.org](mailto:Raisa_Gonzalez@fd.org).

Only applicants selected for an interview will be contacted. Hiring for this position is subject to the availability of funds in the final appropriation. **Applications will be accepted until May 15, 2024.** All responses will remain confidential.

**The Federal Public Defender 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.**