

The Federal Defender Program, Inc, (hereinafter "FDP") is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. FDP is not a Government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts, to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

TITLE: Trial Unit Assistant Federal Defender

APPLICATION DEADLINE: February 15, 2024

SALARY:

The starting salary will be based on experience and qualifications of the applicant, as well as the guidelines issued by the Administrative Office of the U.S. Courts.

POSITION REQUIREMENTS:

All applicants must be a member in good standing of the Georgia Bar. Candidates must have a minimum of 2 years of experience or judicial clerkship, strong research and writing skills and a firm commitment to the representation of indigent clients. Applicants must also possess the ability to communicate effectively with clients, witnesses, colleagues, staff, court and agency personnel as part of their employment. Responsibilities include managing an extensive caseload; preparing pleadings, motions and briefs; reviewing discovery documents, interviewing witnesses, developing litigation strategies, meeting with clients; working with experts; assisting CJA panel attorneys; and appearing on behalf of clients in court. The position requires travel for investigation, litigation, and training. Defender attorneys may not engage in the private practice of law. Applicant must be a U.S. citizen or eligible to work in the United States.

HOW TO APPLY:

Interested applicants may submit a **single combined pdf file** with a letter of interest and resume that demonstrates they meet the required qualifications, as well as including a legal writing sample, three references, and a salary history to:

FDPGAN_Employment@FD.Org
Subject Line - Trial Attorney

Or send the same documents by mail to:

Trial Attorney
Federal Defender Program, Inc.
101 Marietta Street, N.W.
Suite 1500 - Centennial Tower
Atlanta, Georgia 30303

The position is contingent on the availability of federal funding, and applications will be reviewed as they are received. One or more positions may be filled from this announcement. Selected candidates will be invited to interview either in person or via videoconference. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

The Federal Defender Program, Inc., 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.

The Federal Defender Program, Inc., is solely funded by an annual grant from the Administrative Office of the United States Courts in the approximate amount of \$9,979,600.

<https://gan.fd.org/>