

FEDERAL PUBLIC DEFENDER

NORTHERN DISTRICT OF CALIFORNIA

JODI LINKER
Federal Public Defender

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POSITION ANNOUNCEMENT ASSISTANT FEDERAL PUBLIC DEFENDER (APPELLATE ATTORNEY) SAN FRANCISCO, CALIFORNIA

(Posted June 2024)

The Federal Public Defender for the Northern District of California is accepting applications for a full-time Appellate Assistant Federal Public Defender (Appellate AFPD) based in the San Francisco office. Our office provides court-appointed legal representation to individuals charged with federal crimes who cannot afford to hire an attorney, as authorized by the Criminal Justice Act, 18 U.S.C. § 3006A. For more information, visit www.ndcalfpd.org.

JOB DESCRIPTION: The Appellate AFPD will advocate for our clients charged with criminal offenses or involved in post-conviction proceedings in the United States District Court for the Northern District of California, the United States Court of Appeals for the Ninth Circuit, and the United States Supreme Court. The Appellate AFPD's duties include legal research and writing in connection with all stages of proceedings at the discretion of the Defender, including representing clients during appellate and habeas proceedings, as well as providing support to trial attorneys.

The Appellate AFPD will draft district court pleadings and motions, draft appellate briefs, present oral arguments in the Ninth Circuit, and seek certiorari when appropriate. As necessary, the attorney will also draft and litigate post-convictions motions for sentence reductions.

The attorney will assist trial attorneys in developing legal strategies, provide advanced research and writing assistance to trial attorneys in select cases, and occasionally appear in district court in connection with pretrial or trial-related motions along with a trial AFPD.

The appellate AFPD will attend trainings, stay informed about relevant legal developments, and give continuing legal education presentations. They will participate in local and national committees and projects and perform other duties as assigned by the Defender or the Appellate Chief.

This position requires limited travel throughout our district and occasional out-of-district travel for training and litigation. The Appellate AFPD will be stationed in the San Francisco office, but may be assigned to matters in or required to move duty stations to the Oakland and San Jose offices on a temporary basis at the discretion of the Defender. The position is subject to the office's telework policy, which (subject to change) generally provides for up to one day of remote work per week.

REQUIREMENTS AND QUALIFICATIONS:

- Hold a law degree and be a current member in good standing of the State Bar of California (the office does not cover bar dues). Be admitted or eligible for admission to the U.S. District Court for the Northern District of California and the Ninth Circuit Court of Appeals.

- Possess excellent research, analytical, and persuasive skills.
- Effectively identify legal issues from lengthy and complex records.
- Write clearly, concisely, and persuasively.
- Possess strong oral and written communication abilities.
- Demonstrate an aptitude for appellate practice and have a deep commitment to the vigorous representation of indigent clients.
- Be highly motivated, detail oriented, and well organized
- Possess excellent interpersonal skills; collaborate and lead effectively.
- Be fully vaccinated against COVID-19.
- Preference for at least two years of federal criminal practice and appellate experience.

Employment is contingent upon satisfactory completing a fingerprint check and background investigation.

SALARY AND BENEFITS: This is a full-time position. Salary is based on federal pay schedules and is commensurate with experience. This position has a salary range of \$97,031 to \$191,800. The salary will be based on professional attorney experience. Benefits include health, long-term care, and life insurance, as well as 11 paid federal holidays, 13 days of paid sick leave, and 13 days of paid vacation leave annually. (The rate of paid vacation leave increases with years of service.) The position is eligible for the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP), which matches up to 5% of employee contributions, up to a cap. Salary is paid every other week and only by direct deposit.

The position qualifies individuals with federal student loan debt for loan forgiveness, cancellation, and/or consolidation under the [Public Service Loan Forgiveness program](#) (PSLF) of the [College Cost Reduction and Access Act of 2007](#). The individual, not the office, is responsible for confirming and fulfilling all requirements for such eligibility.

Attorneys at the Office of the Federal Public Defender may not engage in the private practice of law and must get approval from the Defender to engage in any outside employment activities.

THE APPLICATION PROCESS: Applications will *only* be accepted online and must be submitted through this web portal:

<https://ndcalfd.knack.com/applications#attorney/>

Please upload a single.pdf application packet, which should include the following material in a single .pdf file:

- A plain cover sheet, containing only your last name, first name, and the name of your current employer or your current employment status;
- A cover letter explaining your interest in the position;
- Your resume;
- A writing sample (preferably written within the last two years) that demonstrates your original work;

- Three professional references, including name, email address, and telephone numbers (references will not be contacted until applicant is advised).

The uploaded *.pdf* file should be named, “Last name, first name.” (E.g., “Doe, Jane.pdf”)

Applications will not be accepted by mail or fax. ***Compliance with these application instructions is a factor expressly considered in the evaluation of the application.***

Applicants selected for an interview will be asked, but not required, to complete a [Judicial Branch Employment form \(AO78\)](#). Completion of this form is not considered in the evaluation process.

Non-Citizen Applicants: Under federal law, non-citizens may be interviewed and considered for employment in the Office of the Federal Public Defender. Employment offers, however, can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or a lawful permanent resident who is seeking U.S. citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.

We are committed to fostering a diverse and inclusive work environment. We believe in supporting people to do their best work and thrive as we build a diverse, equitable, and inclusive practice. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, age, sex, national origin, disability status, genetics, sexual orientation, protected veteran status, gender identity or expression, or any other characteristic protected by law.

Applicants will only be contacted if selected for an interview. The position will remain open until filled, with preferential review to applications received by July 29, 2024.