

# FEDERAL PUBLIC DEFENDER'S OFFICE

## WESTERN DISTRICT OF NEW YORK

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*REPLY TO: BUFFALO*

### POSITION ANNOUNCEMENT

#### ASSISTANT FEDERAL PUBLIC DEFENDER

#### BUFFALO OFFICE

The Federal Public Defender's Office for the Western District of New York is accepting applications for the position of one full time **Assistant Federal Public Defender**. This is an in-person position in the Buffalo, NY office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

#### WHAT WE DO:

The Federal Public Defender's Office is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court. We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for fair and just treatment for our clients by demonstrating their humanity.

#### WHO WE ARE:

We are attorneys, legal assistants, paralegals, investigators, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce.

#### WHAT AN ASSISTANT FEDERAL PUBLIC DEFENDER DOES: An

Assistant Federal Public Defender provides zealous, professional legal representation to indigent persons charged with criminal offenses in the United States District Court and the United States Court of Appeals for the 2<sup>nd</sup> Circuit. Responsibilities include managing an extensive caseload with cases at varying stages of litigation; preparing pleadings, briefs, and motions; representing clients in trial, hearings and at other related proceedings; reviewing various documents; developing litigation strategies; meeting with clients, experts, witnesses, family members, and others.

## **REQUIRED EXPERIENCE:**

Applicants must either be admitted to the State Bar of New York or be a member in good standing of another state bar.

The ability to coordinate the work of others.

A comprehensive knowledge of legal principles, practices, methods and techniques.

The ability to identify and evaluate pertinent facts and regulations, policies, and precedents.

An understanding of criminal law, criminal procedure, and evidence.

Strong writing and advocacy skills, the ability to work in a team environment, and a demonstrated commitment to criminal defense.

The skills and abilities to execute the duties of the position.

## **SALARY AND BENEFITS:**

Salary Range is \$77,318 - \$181,414. Salary is commensurate with experience and qualifications. Additional compensation includes a highly competitive federal benefit package with health insurance and life insurance, retirement and a Thrift Savings Plan.

## **HOW TO APPLY:**

NO PHONE CALLS OR EMAILS PLEASE. Applicants must send a resume, a writing sample, a cover letter, the AO 78 Federal Judicial Branch Application for Employment [http://nyw.fd.org/employment/pdfs/AO\\_078.pdf](http://nyw.fd.org/employment/pdfs/AO_078.pdf) and three professional references in .pdf format, to Chelsea Miller at [zzNYWml\\_HR1@fd.org](mailto:zzNYWml_HR1@fd.org) using the subject reference: Buffalo Assistant Federal Public Defender. Applicants who apply without submitting all documents will not be considered.

Rolling interviews will be conducted. This position is subject to the availability of funds and is open until filled. All responses will remain confidential. Only those selected for an interview will be contacted. The Federal Defender Office may fill current and future positions from this vacancy announcement. We are an equal opportunity employer.

This is a full-time position that precludes the private practice of law. Employees are considered at-will and are not covered by the Civil Service Reform Act. A final offer of employment is subject to a satisfactory background investigation including name, fingerprint and IRS tax check.