

# Atlanta Federal Defender Program, Inc.

## Seeking Trial Unit Assistant Federal Defender



## Apply Now for the Position of Trial Unit Assistant Federal Defender, Northern District of Georgia

Open until filled.

Assistant Federal Defenders represent clients across the Northern District of Georgia charged with federal criminal offenses ranging from misdemeanors to capital felonies. 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:

- Trying cases;
- Meeting with, counseling, and collaborating with clients and team members, including investigators, paralegals, social workers, and mitigation specialists;
- Reviewing discovery;
- Planning and conducting team meetings;
- Interviewing fact and expert witnesses;
- Interacting effectively with court personnel;
- Participating in weekly roundtable case strategy sessions;
- Developing litigation strategies,
- Preparing pleadings;
- Assisting CJA panel attorneys; and
- Appearing on behalf of clients in trial and appellate courts.

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.

## OUR MISSION

Founded in 1973, the Federal Defender Program is a private, non-profit law firm committed to providing creative, cutting-edge, compassionate, and client-centered representation delivered by a diverse and multi-disciplinary team of dedicated professionals.

## ABOUT US

The Federal Defender Program, Inc. (the “FDP”) is a private non-profit law firm that provides legal representation to persons charged with federal crimes in the Northern District of Georgia who cannot afford to hire a private attorney. We represent accused persons from arrest through trial and appeal, including the U.S. Supreme Court.

The FDP is a Community Defender Organization and operates under the authority of 18 U.S.C. § 3006A(g)(2)(A). We are fully funded by the Administrative Office of the United States Courts. *We are not a government agency, and as such, are not government employees.*

We are attorneys, investigators, mitigation specialists, social workers, paralegals, office administrators, and information technology specialists. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and to have a fair sentence, if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, which honors an individual's lived experience.

## Our Commitment to Diversity, Equity, Inclusion, and Justice

We are 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. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.



The Northern District of Georgia encompasses the Atlanta, Gainesville, Newnan, and Rome Divisions of the United States District Court.

## Experience/Education

All applicants must hold a law degree and be a member in good standing of the Georgia Bar or be prepared to promptly sit for 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. Prior federal criminal defense experience is a plus for this listing.

## Salary and Benefit Details

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. The position offers paid vacation, paid sick time, paid holidays, health insurance, life insurance, and participation in our 401k.

# How to Apply

Interested applicants **must apply online at the link below** providing all of the information requested on the subsequent pages of this. Required uploads include a cover letter discussing your interest in the position, CV, a relevant writing sample such as a motion or brief, and contact information for two references. Please answer all questions to be considered. You will only hear from us if you are granted an interview.

[LINK TO THE APPLICATION](#)

## IMPORTANT NOTICES

- The position is contingent on the availability of federal funding.
- Only those granted an interview will be contacted.
- Current and future positions may be filled from this vacancy announcement.
- Failure to follow these procedures will cause your application to be automatically declined.
- We hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status.
- We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.
- We are interested in applicants' talent, intelligence, dedication, and desire to see that all people are treated fairly and respectfully, no matter the allegation or circumstance.
- The FDP is an equal opportunity employer.
- Applicants who apply without submitting all documents will not be considered.
- Rolling interviews will be conducted.
- This position is open until filled.
- Interested applicants are encouraged to apply as soon as possible.
- All responses will remain confidential.