

# FEDERAL PUBLIC DEFENDER

Southern District of Florida

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

**Michael Caruso**  
Federal Public Defender

Location: Miami

**Hector A. Dopico**  
Chief Assistant

## FEDERAL PUBLIC DEFENDER

### POSITION ANNOUNCEMENT

#### LEGAL ASSISTANT

#### MIAMI/FORT LAUDERDALE/FORT PIERCE OFFICES

##### Miami:

Helaine B. Batoff  
Abigail Becker  
R. D'Arsey Houlihan  
Bunmi Lomax  
Supervising Attorneys

Eboni Blenman  
Micki Bloom  
Anshu Budhrani  
Eric Cohen  
Myles Crandall  
Tracy Dreispul  
Christian Dunham  
MaeAnn Dunker  
Daniel L. Ecarus  
Sogol Ghomeshi  
Jean-Pierre Gilbert  
Alexandra Hoffman  
Julie Holt  
Andrew Jacobs  
Srilekha Jayanthi  
Ashley Kay  
Ian McDonald  
Kate Mollison  
Kirsten Nelson  
Bonnie Phillips-Williams  
Ta'Ronce Stowes  
Marisa Taney  
Kate Taylor  
Victor Van Dyke  
Jenny Wilson

##### Ft. Lauderdale:

Robert N. Berube  
Bernardo Lopez,  
Supervising Attorneys

Andrew Adler  
Huda Ajlani-Macri  
Janice Bergmann  
Brenda G. Bryn  
Timothy M. Day  
Allari Dominguez  
Margaret Y. Foldes  
Sara Kane  
Jan C. Smith

##### West Palm Beach:

Peter Birch,  
Supervising Attorney

Robert E. Adler  
Lori Barrist  
Scott Berry  
Caroline McCrae  
Kristy Militello

##### Fort Pierce:

Aisha Nash  
Kafahni Nkrumah

The Federal Public Defender for the Southern District of Florida is accepting applications for the full-time position of Legal Assistant in our Miami, Fort Lauderdale and Fort Pierce offices. The Federal Public Defender, a branch of the United States Courts, an Equal Opportunity Employer, 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 and related matters in the federal courts.

**Requirements:** The successful applicant must be a high school graduate or equivalent and have at least two years' general secretarial experience or three years' of specialized experience, ***legal experience/criminal work experience necessary; appellate experience a plus!*** Some education may be substituted for experience. Candidates should possess strong analytical and organizational skills, proficiency in word processing, knowledge of criminal legal terminology; excellent communication skills and a professional demeanor with a demonstrated work history of dependability and responsibility.

**Duties:** The Legal Assistant provides legal secretarial and clerical support services for the staff and assists the Assistant Defender(s) in the following manner: Performs the functions of a legal assistant to the Assistant Defender(s) utilizing advanced knowledge of legal terminology, word and information processing software; understands district and circuit court rules and protocols; edits and proofreads initial drafts, transcribes dictation, performs cite checking and assembles copies with attachments for filing and mailing; receives, screens, and refers telephone and in-person callers; answers general inquiries based on knowledge of the defender organization's activities and program operations and obtains information from others as requested by the Assistant Defender(s); screens incoming mail and handles some routine matters as authorized; processes incoming mail, entering key information in a computer database; routes mail to appropriate destinations; reviews outgoing mail for accuracy; maintains correspondence control records; prepares correspondence by either drafting from general instructions or typing in prescribed format; prepares memoranda for signature by the Assistant Defender(s); maintains calendars for the Assistant Defender(s), setting appointments as authorized; arranges meetings and conferences, informing participants of date, time and location of meeting; manages business travel for the Assistant Defender(s); reminds the Assistant Defender(s) of appointments and commitments; organizes case files for Assistant Defender(s) and is responsible for other case management functions as assigned, which may include: opening and closing files, keeping records related to in-court time expended on each case, recording future court

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#### Miami

150 West Flagler Street  
Suite 1500  
Miami, FL 33130-1555  
Tel: (305) 536-6900  
Fax: (305) 530-7120

#### Ft. Lauderdale

One East Broward Boulevard  
Suite 1100  
Ft. Lauderdale, FL 33301-1842  
Tel: (954) 356-7436  
Fax: (954) 356-7556

#### 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

appearances on the office master calendar and the personal calendars of Assistant Defender(s), and notifying clients of the dates and times of court appearances and appointments with the Assistant Defender(s) and defense experts; receives and routes incoming mail and deliveries; arranges for courier or express mail services; oversees outgoing mail and performs other duties as assigned.

**Selection Criteria:** Applicants must be U.S. citizens or eligible to work in the United States. Excellent proofreading and editing skills with a meticulous attention to detail, computer literacy with a working knowledge of Word, WordPerfect, fast and 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. Appellate experience a plus. Prolonged periods of sitting at a desk are necessary and must be able to occasionally lift up to 25 pounds. Spanish is not necessary but preferred.

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; Grade 7 through Grade 9. 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 ONE PDF 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 position is filled. 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.**