

FEDERAL PUBLIC DEFENDER

Southern District of Florida

www.fpdsouthflorida.org

Hector A. Dopico
Interim Federal Public Defender

Location: Miami

Helaine B. Batoff
Chief Assistant

FEDERAL PUBLIC DEFENDER POSITION ANNOUNCEMENT APPELLATE LEGAL ASSISTANT MIAMI OFFICE

Miami:

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

Eboni Blenman
Micki Bloom
Anshu Budhrani
Michael Caruso
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
Wesley Wallace

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 Appellate Legal Assistant in our Miami office. The Federal Public Defender, a branch of the United States Courts, is an Equal Opportunity Employer and 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.

Requirements: The successful applicant must be a high school graduate or equivalent and have at least two years general experience and at least 2 years of specialized experience; ***must have appellate criminal work 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 appellate legal assistant performs tasks such as the following: Performs the functions of a legal assistant to the Assistant Defender(s) utilizing advanced knowledge of legal terminology, word and information processing software. *Has knowledge of appellate rules and filing requirements (preparation of notices, motions, petitions and briefs).* 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). 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 appearances on the office master calendar and the personal calendars of Assistant Defender(s), and notifying clients of the

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

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. Performs other duties as assigned.

Selection Criteria: Applicants must be U.S. citizens or eligible to work in the United States. Applicants must have excellent proofreading and editing skills with a meticulous attention to detail. Applicants must also have 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. Working knowledge of legal terminology, court procedures and **appellate experience necessary**. Prolonged periods of sitting at a desk are necessary and must be able to occasionally lift up to 25 pounds.

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 PDF format as ONE attachment]* to:

Raisa Gonzalez
Human Resources Specialist
Federal Public Defender's Office
150 West Flagler Street, Suite 1500
Miami, Florida 33130
Or via e-mail to:
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 May 15, 2024.** 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.**