

FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF CALIFORNIA  
Steven Kalar, Federal Public Defender  
[www.ndcalfpd.org](http://www.ndcalfpd.org)

**POSITION ANNOUNCEMENT**  
*Legal Fellowship – Oakland, California*

The Federal Public Defender for the Northern District of California is accepting applications for a Legal Fellowship. The Federal Public Defender operates under the authority of the Criminal Justice Act to provide defense services in federal criminal cases and related matters in federal court. More information about the office may be found at [www.ndcalfpd.org](http://www.ndcalfpd.org).

The Fellowship seeks to develop appellate federal criminal defense attorneys by providing them with rigorous training and enriching practical experience, modeling and teaching legal ethics and professionalism, and inspiring commitment to the vigorous defense of indigent clients.

This is an unpaid fellowship, for a term of up to 2,080 hours (not to exceed 13 months). The Legal Fellow will be stationed in the Oakland branch of the Federal Public Defender.

The Federal Public Defender for the Northern District of California is committed to ensuring that our office is a diverse and multicultural environment where differences are valued and respected. Women, minorities, individuals with disabilities, and intersectional individuals are encouraged to apply.

**JOB DESCRIPTION**

As noted above, the primary purpose of this Fellowship is the education of future appellate federal criminal defense attorneys committed to representing indigent defendants. To that end, the Legal Fellow will complete assigned training modules and work on developing expertise in the application of the Federal Rules of Criminal Procedure, Rules of Evidence, and the Federal Sentencing Guidelines with the support of the Appellate Chief, the Senior Litigator, and other Assistant Federal Public Defenders. As part of their training, the Legal Fellow will support the appellate team by drafting appellate briefs, pretrial motions, post-conviction motions, and other legal work as assigned. The Legal Fellow may also assume responsibilities for a caseload assigned by the Federal Public Defender or the Chief of the Oakland branch office.

The Legal Fellow may not appear in Court on behalf of a client until they are a member in good standing of a Bar Association. If the Fellow appears in Court on behalf of a client it may only be under the direct, in-person supervision of the Defender, the Appellate Chief, the Chief of the Oakland Office, or of an Assistant Federal Public Defender.

The Legal Fellow will be exposed to all aspects of the office's work and all stages of litigation. They will train and work under the direct supervision of the Federal Public Defender, the Chief of the Oakland branch office, and the Appellate Chief.

## QUALIFICATIONS

Candidates for the Fellowship must:

- Be a member of good standing of a state Bar association or of the bar of the District of Columbia or commit to becoming a member of a state Bar association or of the bar of the District of Columbia during the Fellowship;
- Possess strong analytical skills and an ability to write and speak clearly and persuasively.
- Possess a demonstrated commitment to the vigorous defense of indigent clients accused of crimes;
- Bilingual candidates who are fluent in the Spanish language are strongly preferred.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands of the position are those required in order for an individual to successfully perform the essential functions of this job, as described above. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Travel may be required, as well as lifting of boxes of case files or other materials. The Fellowship AFPD must occasionally lift and/or move up to 25 pounds and may spend extended periods driving or riding in a car or airplane.

## PAYMENT AND BACKGROUND INVESTIGATION

This is an uncompensated position. The Fellowship Attorney must:

- Serve on a voluntary basis;
- Waive, in writing, any claim to receive salary or fringe benefits;
- Retain no personal copyright privileges in any work product prepared for the court or FPDO during employment; and
- Maintain the confidentiality of any information that the Fellowship Attorney obtains or has access to during the fellowship.

This position is subject to an FBI fingerprint check and background investigation.

Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

## APPLICATION PROCESS

Applications will *only* be accepted online, and must be submitted at:

<https://form.123formbuilder.com/5758100/oakland-legal-fellowship-oakland-2021>

In addition to the biographical information requested at this application site, please prepare and upload a .pdf application packet. This packet should include **in a single .pdf file**:

A plain face sheet, containing only your last name, first name, and employer or employment status. This should be centered on the page and in size 40 font;

- A brief cover letter explaining your interest in the position and your qualifications;
- Your résumé that includes your state bar number, if applicable;
- A law school transcript (an unofficial transcript will suffice for the initial application)
- A writing sample no longer than 20 pages.
- A maximum of three references (references will not be contacted until the applicant is advised).
- The completed and uploaded single .pdf file should be named, “Last name, first name” (e.g., “Doe, Jane.pdf”) and uploaded to the website listed above.

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

Applicants will only be contacted if selected for an interview. Finalists will be asked to complete and provide an Application for Judicial Branch Employment form (AO78) upon appointment.

**The Federal Public Defender is an Equal Opportunity Employer.**