

**POSITION ANNOUNCEMENT**  
**Client Service Coordinator in White Plains**  
**Salary Range: \$85,236-\$105,122**

**Overview**

Federal Defenders of New York, Inc. (FDNY) has an opening for a full-time Client Service Coordinator in our White Plains office. FDNY is a nonprofit organization providing criminal defense services to indigent persons charged with federal crimes throughout New York City, Long Island, and several counties north of New York City. We have offices in Manhattan, Brooklyn, White Plains, and Central Islip. This position requires working collaboratively with four trial attorneys and one investigator to service the needs of clients in our White Plains office.

We are not a government agency and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest legal representation available at any price. We are committed to equal justice and fight vigorously for those accused of crimes. A large part of our caseload involves drugs, fraud, robbery, immigration, firearms, sex offenses and other internet-related crimes.

For more information about our office, please visit our website at [federaldefendersny.org](http://federaldefendersny.org).

**Major Duties and Responsibilities**

- Assist office of four attorneys with all aspects of client representation including meeting with clients and their families
- Assist in preparation of mitigation materials by conducting interviews, and obtaining and reviewing records
- Assist with client-related advocacy at all phases of a criminal case from presentment and bail through discovery review, trial and sentencing
- Establish and maintain office files and other document and records management systems
- Serve as liaison with court agencies, clients and their families
- Maintain frequent communication and develop rapport with clients and their families; regularly visit clients at jails throughout the NYC metropolitan area, including Westchester, New Jersey and Brooklyn

**Ideal Candidate**

We are seeking candidates with a demonstrated interest in the mission of the organization and a desire to work collaboratively as a team in support of clients. Candidates will engage with clients in multiple settings, including the office, court and local jails. Candidates should have the ability to communicate with people of many different backgrounds. Candidate should have strong skills in the following areas: (1) initiative and problem-solving; (2) organization and the ability to manage time demands of a high-volume law practice (3) writing. Experience with digital organizational tools preferred. An active commitment to diversity, equity, and inclusion is expected.

**Minimum Qualifications**

- Bachelor's degree
- Driver's license
- Three years of progressively responsible experience in direct client services
- Computer literacy, including knowledge of Microsoft Office suite, Adobe and Excel
- Spanish-language proficiency is desirable but not mandatory.

**How to Apply:**

- Please [submit here](#) (via airtable – no telephone calls please) your resume and a one-page cover letter describing (1) your interest in and qualifications for this position; and (2) how you learned of this vacancy.
- The cover letter may be addressed to:  
Jennifer Brown, Attorney-in-Charge  
Federal Defenders of New York, Inc.  
52 Duane Street  
New York, New York 10007
- Applications will be accepted through March 30, 2024 or until the position is filled. All responses will remain confidential.

**Additional Information**

FDNY's salaries are consistent with the federal pay scale and based on years of experience with excellent benefits (*e.g.*, health, dental, vision and employer-sponsored retirement contributions). We are an equal opportunity employer and are actively engaged in creating and maintaining a work environment characterized by diversity, equity and inclusion.