

Office of the Federal Public Defender District of Vermont

Federal Public Defender
Alejandro B. Fernandez

Assistant Federal Defenders
H. Samuel Ansell
Steven L. Barth
Charles N. Curlett, Jr.
Barclay T. Johnson
Emily C. Kenyon

Position Announcement – Legal Assistant

The Federal Public Defender for the District of Vermont seeks qualified candidates for a Legal Assistant position. The Office operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A and provides defense services to indigent persons in federal criminal cases and related matters. This is a hybrid position with in-office days in Burlington, VT.

Position Description

The Legal Assistant is an integral part of our legal and administrative operations. This individual will serve as the first point of contact with clients, court personnel, and the public. Qualified candidates will:

- Receive, screen, and manage incoming and outgoing communications;
- Manage calendaring and scheduling;
- Send and receive mailings and shipments;
- Prepare, proofread, and process correspondence and other documents;
- Work with the legal staff and attorneys on case-related tasks as needed;
- Assist the Administrative Officer with travel accounting tasks; and
- Provide support with other tasks and projects as assigned.

Qualifications

Qualified candidates will have:

- High school diploma or GED and at least four years of general office experience;
- Impeccable attention to detail and high-level organizational skills;
- The ability to prioritize tasks and deadlines while working both independently and as part of a collaborative team;
- Strong and effective communication skills;
- Adeptness in working with diverse and underserved populations; and
- Proficiency in Office 365 (Outlook, Word, Teams, Excel, PowerPoint) and Adobe Acrobat.

Salary and Benefits

The starting salary is at JSP Grade 7, which ranges from \$50,982 – \$66,278, commensurate with experience and qualifications. The position includes regular U.S. Government employment benefits—generous paid time off including annual and sick leave (13 days of each) and 11 federal holidays; health, dental, vision, and life insurance; a retirement system; opportunities to attend national and local trainings; and professional development and career advancement offerings. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The successful candidate will be subject to an FBI background check as a condition of employment.

How to Apply

Please email a cover letter, resume, and three professional references to vtfpd@fd.org. Please include “2026-01 Legal Assistant Application” in the subject of the email. Applications must be received by **December 3, 2025**. Only complete applications will be considered. The Federal Public Defender for the District of Vermont is an Equal Opportunity Employer and encourages folks of diverse and marginalized backgrounds to apply.