



Federal Public Defender District of Puerto Rico

Position Announcement # 2026-04
RECEPTIONIST

WORK THAT MATTERS. DEFENSE THAT CAN'T BE BOUGHT.

The Federal Public Defender for the District of Puerto Rico is accepting applications for a Receptionist position.

WHY THIS OFFICE IS DIFFERENT

We're not a bureaucracy pretending to care about indigent defense. We're 50+ people who've chosen this work because we believe everyone deserves a fierce advocate, regardless of their bank account. Our 25+ attorneys range from brilliant lawyers fresh from clerkships to seasoned litigators, and we invest heavily in making everyone better through mentorship, training, and collaboration.

We don't cut corners. We use experts. We leverage technology. We employ three mitigation specialists and eight investigators because we know that excellent storytelling requires deep investigation. Our trials look different because we prepare differently. We don't practice in isolation, we brainstorm theories together, workshop suppression hearings as a team, and run mock trials. We test our themes, challenge each other's assumptions, and refine our narratives. We present context alongside facts, humanity alongside allegations, and complete narratives instead of piecemeal arguments.



THE PLACE

San Juan, the vibrant capital city of Puerto Rico, is a hub for music, food, and culture. It's dotted by parks, beaches, concert venues, and museums, and close to rainforests, bioluminescent bays, and secluded islands -- a combination of rich history, astonishing scenery, and warm people that make it an easy place to call home. Whether you're exploring the cobblestone streets of Old San Juan, catching live music at outdoor venues, or taking weekend trips to El Yunque's waterfalls and the pristine beaches of Culebra, the island offers an enviable quality of life that makes the distinction between work and home feel less like balance and more like integration.

DEFINITION

We're seeking a receptionist to serve as the welcoming face of our office for clients and visitors. This position requires managing high-volume phone traffic in a fast-paced environment, skillfully using phone software systems to answer, screen, and forward calls throughout the office. In addition to these critical phone

duties and greeting guests, the successful candidate will support our attorneys and administrative team with various front desk and clerical responsibilities.

REQUIREMENTS & QUALIFICATIONS

To qualify, candidates must be a high school graduate or equivalent and have at least one year of experience (with prior legal experience preferred). Experience using a multiline telephone system to receive, screen, and refer calls is highly preferred. A background in law, social work, or mental health is a plus. Applicants should have general experience using Microsoft Word, Microsoft Teams, and Adobe Acrobat to review, process, and organize information. Fluency in English and Spanish is required.

CONDITIONS OF EMPLOYMENT

Appointment to this position is contingent upon the successful completion of an FBI name and fingerprint check. Federal Public Defender employees are members of the judicial branch of the government and are considered "at will." This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. You must be a U.S. citizen or person authorized to work in the United States.

SALARY AND BENEFITS

The starting salary is commensurate with experience, qualifications, and education. Entry Level is Judiciary Schedule Plan (JSP) 5-1 (\$40,736) plus Cost of Living Adjustment (COLA). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This position is full-time with a comprehensive benefits package that includes health and life insurance, vision and dental benefits, flexible spending accounts, paid time off, sick leave, paid leave for all federal holidays, and participation in the Federal Retirement System and Thrift Savings Plan (TSP with up to 5% government matching contributions).

APPLICATION PROCEDURES

In **one** PDF document, please submit a letter of interest, résumé, and three references to:

Federal Public Defender, District of Puerto Rico, Selection Committee

At: candy_d_carbaugh@fd.org.

Email subject line should read: **2026- Receptionist**

Applications to be considered must be received by March 15, 2026. This position will remain open until filled and is subject to the availability of funding.

The Federal Public Defender for the District of Puerto Rico Is an Equal Opportunity Employer. We seek to hire individuals who will promote the diversity of the office and federal practice.