

OFFICE OF THE
FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF TENNESSEE

Chief Federal Defender
Dumaka Shabazz

164 Rosa L. Parks Blvd. Nashville, TN 37203 615-736-5047

VACANCY ANNOUNCEMENT No. 2026-6

Position: Administrative Assistant – Nashville, Tennessee

Application Deadline: Open until filled, preference given to those applying by March 3, 2026.

The Federal Public Defender for the Middle District of Tennessee is accepting applications for an Administrative Assistant. The Office of the Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide representation in federal criminal matters in the federal courts.

Our attorneys and staff are fearless advocates, devoted to indigent defense, upholding the Constitution, and ensuring that every client's story is told with dignity and compassion. Within the office, we relate to each other guided by a philosophy of inspiration, connection, and empowerment.

Job Description and Duties:

The Administrative Assistant assists the Federal Defender, Administrative Officer, and Financial Officer with all aspects of office administration and management including compliance with requirements and restrictions provided by DSO, AOUSC, and the *Guide to Judiciary Policy*.

Specifically, the Administrative Assistant will perform a variety of administrative and management tasks relating to policy, personnel, operations, office space management, finance, and purchasing. Duties may include, but are not limited to:

- Financial management: gathering information for office purchases, checking supply inventory and ordering supplies; providing case and training related travel services, including the preparation of travel authorization requests in connection with staff and expert travel, making travel arrangements and reservations for staff and experts; preparing general payment and travel vouchers to process and pay; and managing postage funds.
- Personnel duties: support recruitment activities including preparing job postings and scheduling interviews; assist with employee onboarding; assist newly hired staff with training and orientation.

- Assist in administering background and investigation checks (fingerprinting), employment verifications, and reference checks for new hires. Check references and complete and file necessary forms. Track and report results. Develop and maintain record-keeping systems.
- Office space maintenance: identifying staff furniture and physical office space needs; interacting with administrative team, General Services Administration (GSA) and building property management for space emergencies, maintenance, repairs and improvements.
- All other administrative duties as assigned.

Requirements And Qualifications:

The Position requires effective oral and written communication. Must have exceptional interpersonal and organizational skills, ability to work with minimal supervision and on a team, and an ability to exercise mature judgment. At minimum, must be a high school graduate or equivalent and have at least three years of general experience and two years of specialized experience. Higher education may be substituted for experience.

Selection Criteria:

The successful applicant should possess an eye for detail; good judgment; efficient time management skills; ability to analyze and apply relevant office policies and procedures; the ability to communicate professionally; the ability to analyze situations and recommend practical solutions; have solid computer skills and be proficient in Microsoft Office 365 and Adobe Acrobat. Grammar, keyboard, and other skills may be tested.

Conditions Of Employment:

The selected candidate will be subject to a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees, serve at the pleasure of the Defender, and are not covered by the Civil Service Reform Act. In line with current appropriations law, applicants must be citizens of the United States or permanent residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>. The position is contingent on confirmation of fiscal year 2026 funding.

Salary and Benefits:

Salary is commensurate with experience and qualifications as well as budgetary constraints. Position is on the JSP scale, grade 9 (salary range \$61,722-\$80,243). This position includes government employee benefits such as health and life insurance, retirement, the Thrift Savings Plan, and generous Annual Leave and Sick Leave. Salary is payable only by electronic funds transfer (direct deposit). For more information on benefits go to: <http://www.uscourts.gov/careers/benefits>.

Application Process:

If you want to be part of a dedicated, resourceful, and committed criminal defense team, send a cover letter, resume, and a list of three references in *single* Adobe PDF document with the subject line “**FPD Administrative Assistant 2026-6**” via email to TNM_HR@fd.org. Applicants not complying with instructions will not be considered.

Only those applicants selected for an interview will be contacted. No phone calls, please.

Preference will be given to applications received by March 3, 2026. Applications will be reviewed as received. We reserve the right to end the posting early. More than one position may be filled from this posting.

The Office of the Federal Public Defender for the Middle District of Tennessee 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.