

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. 2026-4

Position: Receptionist – 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 a full-time Receptionist. 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 Receptionist is the public face of the office and is often our initial point of human connection with our clients. As the first person a client, family member, or member of the public encounters when entering our office, the Receptionist is responsible for admitting visitors, greeting them with dignity, and directing their visit to the appropriate staff member.

The most critical component of the Receptionist position is to receive, screen, and direct telephone calls. The Receptionist answers general inquiries, provides information as needed, and understands and exercises extreme care regarding attorney/client privilege and confidentiality. The successful candidate will be able to effectively communicate with assigned attorneys, other staff, clients of the office, courts, other agency personnel, and the public. The Receptionist will be physically present in the office for Monday-Friday regular office hours.

Additionally, the Receptionist will:

- Operate general office equipment and assist other staff members with the use of equipment such as postage machines, shredders, and copiers;
- Deliver documents to the courthouse and other agencies;
- Receive and route incoming mail and deliveries; and
- Perform other duties as assigned.

Requirements And Qualifications:

The Receptionist must be a high school graduate or the equivalent, and must have a minimum of one year of general office experience or the equivalent time in higher education. The Receptionist must possess excellent interpersonal skills and self-motivation, as well as the ability to excel in a fast-paced team environment where every team member plays a role in client advocacy.

Selection Criteria:

The successful applicant should possess an eye for detail; good judgment; efficient time management skills; willingness and motivation for teamwork; ability to produce quality work under pressure; 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, grades 6/6/7 (salary range \$39,576 to \$63,733). 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 Receptionist 2026-4**" 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.