



OFFICE OF THE FEDERAL PUBLIC DEFENDER DISTRICT OF CONNECTICUT

ADMINISTRATIVE ASSISTANT 2026-02

New Haven, Connecticut

Application deadline: Open Until Filled.

ABOUT US

The Federal Public Defender for the District of Connecticut is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire a private attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court.

We are attorneys, paralegals, investigators, mitigation specialists, office administrators, and information technology specialists. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and to have a fair sentence, if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, which honors an individual's lived experience.

Our Commitment to Diversity, Equity, Inclusion, and Justice: We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce.

THE OPPORTUNITY

We seek an administrative assistant to join our office in June 2026.

The position will help manage the day-to-day operations of both the Hartford and New Haven offices but will be based out of New Haven.

The administrative assistant will assist the Defender and Administrative Officer in various administrative matters regarding operations, finance, procurement, property, space and facilities, personnel, and policy.

Administrative Assistant duties include, but are not limited to:

- Serving as a front-line representative of the office, including answering phones; assisting with incoming and outgoing correspondence; conducting daily court runs; and coordinating legal calls and virtual meetings with clients, which requires direct communication with incarcerated individuals and correctional staff;
- Performing general office duties, including processing mail and maintaining and organizing administrative files, client files, file rooms, and work rooms, as needed or directed;
- Monitoring and anticipating office supply, furniture, and equipment needs; maintaining inventory records; and coordinating repairs and maintenance;
- Responding to administrative inquiries from staff and external organizations regarding matters that may include facilities and space projects, purchasing, personnel, and property management;

-
-
- Assisting with the maintenance and monitoring of internal control procedures related to finance, procurement, property management, and personnel, and supporting external and internal audits and program assessments;
 - Preparing administrative and statistical reports, manuals, and forms;
 - Assisting with the retention of experts and maintaining related databases;
 - Preparing vouchers for reimbursement and ensuring accuracy and compliance with government travel regulations, as needed;
 - Reviewing and preparing purchase orders and payments in the Judiciary Integrated Financial Management System (JIFMS), including follow-up on outstanding purchase orders, vendor setup, and resolution of pending vendor issues, as needed;
 - Participating in case management and case control functions, including case opening and closing, conflict checks, calendar management, and docket control, while ensuring the completeness and accuracy of related records and systems;
 - Researching, analyzing, and ensuring compliance with federal and local financial, personnel, and procurement policies and procedures;
 - Supporting office-wide initiatives and special projects; and
 - Performing other duties as assigned.

QUALIFICATIONS

To qualify, the applicant should have the following:

- A desire and capacity to work collaboratively in a team environment.
- Understanding of the methods and skills required for accomplishing the duties of the position.
- Computer fluency in the Microsoft Office suite of programs, including Excel and Adobe Acrobat.
- Strong planning and organizational skills.
- The ability to speak and write clearly and effectively.
- The ability to keep confidences and protect legal privileges.
- The ability to recognize and analyze problems and recommend practical solutions.
- The desire to work with and on behalf of people from diverse backgrounds.
- A strong commitment to providing holistic representational support to indigent persons in proceedings under federal criminal law.
- Proficiency in Spanish (preferred).

The position requires that the applicant possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes (mileage is reimbursable). Occasional travel is required, including night and weekend work.

Employment is subject to a satisfactory background investigation including, but not limited to an FBI fingerprint and name check.

EXPERIENCE/ EDUCATION

The applicant should have related work experience that demonstrates high-level analytical skills.

SALARY AND BENEFIT DETAILS

The salary of the successful applicant will be commensurate with the person's qualifications and experience. The starting salary for this position falls within a range under the Judicial Salary Plan from Grade 9 at \$ \$72,737 to Grade 12 at \$105,481. The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (401k). Due to the nature of this

position, regular telework is generally not available. Limited situational telework may be approved on a case-by-case basis, consistent with office policy, court obligations, and operational needs.

HOW TO APPLY

To apply, please submit the following in separate PDF files: a cover letter, resume, and three references to CTX_hiring@fd.org. In your cover letter, please describe a professional experience that demonstrates your ability to manage competing priorities in a fast-paced environment while maintaining attention to detail and professionalism. Please include the job announcement number in the subject line.

We especially encourage applications from members of the BIPOC community, people affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. We are interested in applicants' talent, intelligence, dedication, and desire to see that all people are treated fairly and respectfully, no matter the allegation or circumstance.

The Federal Public Defender for the District of Connecticut is an equal opportunity employer.