

# Federal Defenders of New York

*Eastern District, Southern District, and Appeals for the Second Circuit*

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## Job Announcement for: Clerical Assistant

Posted: March 4, 2026

Application Deadline: March 27, 2026

Salary: \$59,465, annually

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Federal Defenders of New York (FDNY) is seeking applicants for a **Clerical Assistant** to provide administrative support to the Eastern District, located in our **Brooklyn** office. This is a **full-time, permanent position**, with a dual management structure reporting to the Attorney-In-Charge and Branch Administrator.

### Our Organization

FDNY is a nonprofit, community defender organization that provides legal representation to indigent persons accused of federal crimes in the Southern and Eastern Districts of New York and in the U.S. Court of Appeals for the Second Circuit. We are not a government agency, and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest legal representation available at any price. A large part of our caseload involves immigration-related offenses, drugs, fraud, bank robbery, firearms, and internet-related crimes. We are looking for someone who is committed to equal justice and willing to fight vigorously for those accused of committing crimes.

### Duties and Responsibilities

The Clerical Assistant provides administrative and legal support services that support clients accused of federal crimes in all phases of litigation, from arrest through trial and sentencing. Responsibilities include:

- Performing day-to-day administrative tasks that support office operations, including reception duties, typing memoranda and correspondence, copying and scanning documents, proofreading and editing legal materials, and receiving deliveries and routing mail to the appropriate parties.
- Maintaining the office library, organizing case files, filing documents with the court, and coordinating deliveries to other court related agencies as needed.
- Retrieving files from off-site storage facilities and lifting/moving boxes weighing up to 50 pounds.
- Providing case management support across the lifecycle of a case, including the tracking and submitting of documents.
- Communicating with court agencies, clients, and members of general public with professionalism and clarity, and engaging staff attorneys when legal questions arise.

### Qualifications & Experience

- Demonstrates an interest in the mission of FDNY, as well as the legal profession and/or public-interest work.
- Ability to learn and apply District & Second Circuit court rules, procedures and protocols.
- Can maintain confidentiality in accordance with office policies and legal requirements.

- Is proficient in Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat, case management systems and other office technologies.
- Displays strong organizational and time management skills.
- Demonstrates the ability to work both independently and collaboratively in a team-based environment with individuals from various backgrounds, communicating both orally and in writing.
- A high school diploma or equivalent and post-secondary administrative, legal, or professional training/certification with at least two years of related experience is required.

### ***Preferred Qualifications***

- Bilingual proficiency in Spanish
- Familiarity with specialized legal support services (e.g. litigation or appellate)

### **Benefits & Salary**

The salary for this position is up to \$59,465. It is consistent with the federal-pay scale and is commensurate with the experience of the candidate.

Additionally, FDNY offers the following employer benefits:

- Healthcare benefits, including medical/dental/and vision, and coverage managed by a Collective Bargaining Agreement (CBA) with 1199 SEIU
- Commuter benefits & 403(b) retirement offerings
- Employee Assistance Program
- Paid vacation and sick leave time
- Federal paid holidays

All qualified applicants are encouraged to apply, as FDNY is dedicated to promoting a work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. Our office is committed to building a workplace that embraces different identities, voices, and worldviews—valuing equity and the richness of varied lived experiences.

### **Interested Applicants**

Qualified candidates who are interested in contributing to this work are encouraged to apply by submitting a single pdf document that includes their cover letter and resume. The cover letter should include your interest in public defense work and the unique qualifications you have for the clerical assistant position.

Please address all materials to Michelle Gelernt, Attorney-in-Charge via Airtable via [our application portal](#).

### **Hiring Timeline**

We value transparency in our hiring process and want applicants to know what to expect. Below are estimates of our key dates:

- Application Deadline: March 27, 2026; Application review will occur on a rolling basis until the role is filled. The receipt of application materials will not be confirmed by FDNY.
- Interviews: Interviews will be conducted in-person or virtually via Zoom and/or Microsoft Teams. Please note that only applicants selected for an interview will be contacted.
- Anticipated Start Date: May 4, 2026