

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
321 EAST 2nd STREET
LOS ANGELES, CALIFORNIA 90012-4202
213-894-2854

AMY M. KARLIN
Interim Federal Public Defender
LISA LABARRE
*Acting Chief Deputy/
Los Angeles Trial Chief*
C. PAMELA GÓMEZ
Capital Habeas Chief
JONATHAN C. AMINOFF
Non-Capital Habeas Chief

KELLEY MUNOZ
Santa Ana Branch Chief
YOUNG J. KIM
Riverside Branch Chief
SONAM HENDERSON
Acting Appeals Chief
NEHA CHRISTERNA
Collaborative Courts Chief

Vacancy Announcement

Position: Bilingual Receptionist
Location: Los Angeles, CA
Deadline: October 16, 2026

The Federal Public Defender's Office for the Central District of California is accepting applications for a full-time, bilingual receptionist position for our Los Angeles office. The Federal Public Defender's office is committed to the pursuit of justice by aggressively advocating in federal court for the constitutional rights and inherent dignity of individuals who are charged with federal crimes and cannot afford their own lawyer. The receptionist plays an important role in supporting this mission and is often the first point of contact for clients, visitors, attorneys, court personnel, and members of the public.

Job Duties: The Receptionist provides a variety of front-desk, customer service, and clerical support services. General areas of responsibility include receiving, screening, and directing telephone calls and visitors; answering general inquiries and providing information using available reference materials; monitoring interior office access and following established security procedures; receiving, recording, and distributing telephone and in-person messages to personnel who are unavailable; determining the urgency of messages and seeking appropriate assistance or action when necessary; screening collect telephone calls from incarcerated defendants responding appropriately to requests for assistance from the general public; processing ECF emails received from the Court and distributing them to appropriate staff; processing incoming and outgoing mail, as needed; assisting with word processing, document preparation, and other clerical assignments; maintaining confidentiality and exercising appropriate care when handling information protected by attorney-client privilege and other confidentiality requirements; assisting the Case Management team with opening and closing case files; and performing other related duties and administrative assignments as needed.

Requirements: All applicants must have a high school diploma, at least. Candidates must demonstrate strong computer literacy, including proficiency with Microsoft Office and Adobe Acrobat. Must be fluent in both English and Spanish, including the ability to speak, read, and write effectively in both languages. The ideal candidate will also have comprehensive knowledge of office clerical principles, practices, methods, and techniques. Prior experience working in a legal, court, government, or other professional office environment is preferred. Understands and exercises care regarding attorney/client

privilege and confidentiality. All applicants must be available to work Monday through Friday from 8:00 a.m.-5:00 p.m. This is an in-office position. Telework is not available.

Selection Criteria: Successful applicants demonstrate an interest in social justice, civil rights, or indigent defense; excellent customer service skills and the ability to interact professionally, respectfully, and courteously with clients, visitors, staff, attorneys, and members of the public; ability to work with diverse communities and clients from different backgrounds; must have excellent oral and written communication and interpersonal skills; have strong organizational, analytical, and technical skills; an ability to remain professional, calm, and courteous when interacting with individuals who may be distressed, upset, or experiencing difficult circumstances. an ability to organize work and set priorities to meet critical deadlines; capable of learning new technological tools, when needed; be able to work independently and take initiative; and work well in teams.

A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

How to Apply: Apply by submitting a letter of interest, résumé, and three references through our website at <https://fpdcdca.org/careers/current-openings/>. We will accept applications until October 16, 2026, or until the position is filled. Applications will be reviewed on a rolling basis and the open position may be filled before that date. Priority will be given to early applicants. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

The Federal Public Defender's Office for the Central District of California 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.