



Legal Assistant at the Federal Defender Program, Inc. (Atlanta, Georgia) — 2026

The Atlanta Federal Defender Program is seeking qualified applicants for the position of Legal Assistant to join our multidisciplinary team serving indigent persons charged with federal criminal offenses in the Northern District of Georgia.

① Information for Applicants

About Us

The Federal Defender Program, Inc. (FDP) is a private, nonprofit law firm devoted to uplifting our clients and their causes through excellence in federal criminal defense. Guided by compassion and dedication, we provide exceptional, client-centered representation through a multidisciplinary, team-based approach. Our teams—attorneys, investigators, mitigation specialists, paralegals, social workers, and administrative professionals—work collaboratively to pursue the best possible outcomes for every client.

Our clients are indigent persons charged with federal criminal offenses in the Northern District of Georgia. FDP represents approximately 85% of these individuals, with the remaining clients served by members of the Criminal Justice Act (CJA) Panel. The Northern District of Georgia encompasses the Atlanta, Gainesville, Newnan, and Rome Divisions with separate courthouses serving each. By far, the majority of Northern District of Georgia prosecutions take place in the Atlanta Division where our office is also located.

The most common cases we handle involve drug offenses, firearms offenses, fraud and financial crimes, and immigration offenses, though our work spans the full range of federal criminal litigation—from investigation through trial, sentencing, appeal, and post-conviction proceedings. Our representation also includes some capital defense work in the Trial Unit and post-conviction capital work in the Capital Habeas Unit.

FDP is a nonprofit Georgia corporation fully funded by the Administrative Office of the United States Courts. We are not a government agency, and our employees are not government employees.



Our Commitment to an Inclusive Workplace

We believe that valuing and respecting all people—and honoring each other's lived experiences—strengthens our ability to represent clients from every background. We know that excellent legal representation is supported by a diverse, collaborative, and inclusive workforce. FDP is committed to fostering a culture of acceptance and belonging that encourages creativity, productivity, and mutual respect. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

About the Role

Legal Assistants provide comprehensive administrative and litigation support to attorneys and legal staff in a fast-paced federal criminal defense practice.

Responsibilities include:

- Preparing, formatting, proofreading, and electronically filing motions, briefs, and other court documents;
- Maintaining and organizing case files;
- Calendaring court dates and deadlines;
- Monitoring case status to ensure timely action;
- Coordinating with courts, clients, and outside agencies;
- Managing records and correspondence;
- Answering office phones;
- Communicating with clients and their family members;
- Supporting training activities and office events; and
- Assisting attorneys in the day-to-day management of active cases.

Legal Assistants play a key role in ensuring the smooth operation of case workflows and the timely handling of sensitive legal materials. The position requires strong organizational skills, attention to detail, discretion, and the ability to manage competing priorities under deadline pressure.

This is an in-person position. After three months of employment, team members may be permitted to work remotely one day per week with supervisory approval.

This position occasionally requires lifting or moving materials weighing up to 25 pounds. Bilingual candidates are encouraged to apply.

Qualifications

The minimum qualifications for this position include a high school diploma and at least one year of secretarial or administrative experience. Applicants must possess strong computer and typing skills, including proficiency in Microsoft Office, and demonstrate an aptitude for learning and using new computer applications as needed.

We are interested in applicants' talent, intelligence, dedication, and commitment to ensuring that all people are treated fairly and respectfully, regardless of the allegation or circumstance.

Salary and Benefit Details

The salary for this position is set under the Judicial Salary Plan (JSP) and may fall within a range from Grade JSP-6 (\$48,019) to Grade JSP-9 (\$84,857), depending on qualifications and experience.

The position offers paid vacation, paid sick time, paid holidays, health insurance, life insurance, and participation in our 401k plan.

How to Apply

Interested applicants must apply at the link below, providing the following as attachments of the application: cover letter discussing your interest in the position, resume, and contact information for two references.

- **Apply Early:** Applicants are encouraged to apply as soon as possible.
- **Follow Instructions:** Applicants must follow all application instructions. Incomplete applications will not be considered.
- **You will be contacted only if selected for an interview.**
- **Rolling Interviews:** Rolling interviews will be conducted, and this position will remain open until filled.
- **Background Check:** This is a position of trust. Employment may be contingent upon the successful completion of a background check. A criminal conviction does not automatically disqualify an applicant from employment. Any information revealed will be considered in relation to the nature and age of the conviction and the responsibilities of the position.
- **Confidentiality:** All applications will be treated confidentially.

Preference will be given to candidates who apply by November 30, 2026.

IMPORTANT NOTICES

- **Equal Opportunity Employer:** FDP is an Equal Opportunity Employer. We hire without regard to race, color, creed, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, marital or parental status, or any other protected characteristic.
- **Non Tolerance for Discrimination and Harassment:** FDP does not tolerate discrimination or harassment in any personnel decisions or workplace interactions.
- **Nonprofit Employees:** Employees of the Federal Defender Program are not federal employees. The Federal Defender Program, Inc. is a nonprofit corporation funded by the Judiciary.
- **Drug Free Workplace:** FDP is a drug-free workplace.
- **Funding Contingency:** This position is contingent upon the availability of federal funding.
- **Current and future vacancies may be filled from this announcement.**

Apply Now >