



Apply Now for Legal Assistant Position, Federal Defender Program, Inc. in Atlanta , Georgia

① Information for Applicants

The Legal Assistant provides a full range of administrative support to legal staff. General duties include drafting, proofreading, and/or filing motions, briefs, and other legal procedures, transcription, interacting in person or via phone with clients, public, and court personnel. Additionally, the selectee will be able to work well under the pressure of deadlines and may assist with other administrative duties. While performing the duties of this job, the individual must occasionally lift and/or move up to 25 pounds. Bilingual candidates encouraged to apply.

About Us

The Federal Defender Program, Inc. ("FDP") is a private, non-profit 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 multi-disciplinary, team-based approach. Our teams—attorneys, investigators, paralegals, social workers, and administrative professionals—work collaboratively in pursuit of the best possible outcomes for every client.

Our Vision

We aspire to create a world in which the quality of justice does not depend on one's resources, background, or identity. We fight to make this vision a reality for every client, every day, so that this country's founding ideal of "Liberty and Justice for All" will one day ring true.

Our Commitment to an Inclusive Workplace

We believe that valuing and respecting all people, leaning into difference, and honoring each other's lived experiences enhances our ability to represent clients from every background. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce. We are committed to cultivating a culture of acceptance and belonging as it fosters a more creative and productive environment and one that we all want to work in. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.



The Northern District of Georgia encompasses the Atlanta, Gainesville, Newnan, and Rome Divisions of the United States District Court.

Experience/Education

Minimum qualifications for this position is a high school graduate and one year of secretarial or administrative experience. The position will require strong computer and typing skills with proficiency in Microsoft Office.

Salary and Benefit Details

The starting annual salary for this position falls within a range under the Judicial Salary Plan (JSP) from Grade JSP-6 at \$47,544 to Grade JSP-9 at \$84,010. The salary of the successful applicant will be commensurate with the person's qualifications and years of experience. The position offers paid vacation, paid sick time, paid holidays, health insurance, life insurance, and participation in our 401k.

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 HERE](#)

IMPORTANT NOTICES

- The position is contingent on the availability of federal funding.
 - Only those granted an interview will be contacted.
 - Current and future positions may be filled from this vacancy announcement.
 - Failure to follow these procedures will cause your application to be automatically declined.
 - We hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status.
 - We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.
 - 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 FDP is an equal opportunity employer.
 - Applicants who apply without submitting all documents will not be considered. Rolling interviews will be conducted.
- This position is open until filled. Interested applicants are encouraged to apply as soon as possible. All responses will remain confidential.

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