



FEDERAL PUBLIC DEFENDER OFFICE
DISTRICTS OF MASSACHUSETTS, NEW HAMPSHIRE, AND RHODE ISLAND

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FEDERAL PUBLIC DEFENDER

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POSITION ANNOUNCEMENT

Legal Assistant / Administrative Assistant – Providence, RI

June 2026

THE POSITION

The Federal Public Defender Office for the Districts of Massachusetts, New Hampshire, and Rhode Island is hiring a full-time Legal Assistant / Administrative Assistant in the Providence, RI office. The successful applicant will be selected through a nationwide search. All eligible applicants are encouraged to apply. This announcement is open until **June 30, 2026**.

ABOUT OUR OFFICE

Our office is dedicated to zealous, client-centered representation of individuals accused of federal crimes who cannot afford counsel. We represent clients from arrest through trial and sentencing (if convicted), on appeal—including before the U.S. Supreme Court—and in federal habeas corpus proceedings. We value the unique contributions of varied backgrounds, social identities, and lived experiences.

REQUIRED EXPERIENCE & SKILLS

- Proficiency with Microsoft Word, Teams, Adobe Acrobat, Excel, and similar tools to review, process, and organize large volumes of information.
- High school diploma or equivalent, and at least five years of legal assistant experience.
- Experience using a multiline telephone system to receive, screen, and route calls.
- Experience working with diverse groups, including economically disadvantaged individuals and those with emotional or mental health challenges.
- Ability to organize and maintain efficient calendaring in Outlook, including appointments, court hearings, and travel.
- Ability to research, comprehend, and apply complex regulations and policy guidelines.
- Ability to multitask and thrive in a fast-paced environment.
- Clear writing and communication skills.
- Ability to maintain confidentiality and protect privileged information.
- A strong desire to work collaboratively on behalf of individuals accused of federal crimes.

PREFERRED EXPERIENCE

- Experience working with or for a federal government agency.
- Experience in legal administrative support or as a legal secretary supporting criminal defense teams.
- Experience formatting legal pleadings and creating tables of contents and tables of authorities.
- Experience assembling documents and appendices.
- Familiarity with Westlaw, LexisNexis, and legal citation guides such as the Bluebook.
- Knowledge of federal district court and federal appellate court rules and protocols.
- Curiosity to learn new systems and technologies.
- Resourcefulness, initiative, creativity, and compassion.
- Spanish fluency.

PRIMARY DUTIES

This hybrid role blends legal-assistant responsibilities with administrative support duties, including:

Legal Support

- Screening and routing phone calls and mail.
- Managing the opening and closing of cases physically and electronically.
- Formatting and assisting in preparation of legal pleadings, tables of contents, and tables of authorities.
- Files and downloads documents using the Court ECF/Pacer protocol.
- Maintaining attorney calendars, scheduling appointments, hearings, meetings, and travel.
- Communicating with court personnel, the U.S. Attorney's Office, and other justice-system partners.
- Preparing outgoing correspondence and processing incoming mail.
- Preparing travel requests, coordinating details, and processing reimbursements.
- Exercising sound judgment, discretion, and professionalism.

Administrative Support

- Assisting the Federal Defender and Administrative Officer with general office administration and management.
- Supporting financial operations and helping ensure adherence to federal and local financial, personnel, and procurement practices.
- Assisting with purchasing, procurement, property management, telecommunications, and office automation.
- Helping maintain internal controls related to finance, procurement, property management, and personnel.
- Preparing and transmitting administrative, statistical, and narrative reports.
- Maintaining office equipment with vendors.
- Assists IT remote service
- Responding to administrative inquiries from staff and external organizations.
- Performing other duties as assigned.

SALARY AND BENEFITS

Salary will be set based on experience and qualifications. The overlapping range for this hybrid position generally spans JSP 6/1 through JSP 12/10, currently yielding \$51,429 to \$131,790 per year.

HOW TO APPLY

Submit a **single PDF** titled "Legal Assistant / Administrative Assistant" including:

- Cover Letter
- Resume
- Form AO-78 (available at <https://www.uscourts.gov/sites/default/files/ao078.pdf>)

Send all materials to: **HRBoston@fd.org**

No calls please. Applicants who do not submit all documents will not be considered.

Applications will be accepted until the position is filled; **priority consideration** will be given to those received by **June 30, 2026**.

Candidates requiring an accommodation should contact Tina_Collins-Kent@fd.org.

The selected candidate will be subject to a background check and investigation, including fingerprinting, and a subsequent favorable suitability determination for employment.

We are an equal opportunity employer.