

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
DISTRICT OF MARYLAND**

NORTHERN DIVISION
TOWER II, NINTH FLOOR
100 SOUTH CHARLES STREET
BALTIMORE, MARYLAND 21201-2705
TEL: (410) 962-3962
FAX: (410) 962-3976
TOLL FREE: (855) 213-8450

JAMES WYDA
FEDERAL PUBLIC DEFENDER

KATHERINE TANG NEWBERGER
FIRST ASSISTANT FEDERAL PUBLIC DEFENDER

Vacancy Announcement: Legal Assistant/Assistant Paralegal

Location: Greenbelt, Md.

Announced: July 8, 2026

Application Deadline: August 7, 2026

The Office of the Federal Public Defender for the District of Maryland seeks an experienced, topnotch legal secretary/assistant paralegal for our Greenbelt office. Mastery of Windows, Microsoft Office, Adobe Acrobat and Box and ability to handle a busy caseload of 4-5 attorneys is required. The successful applicant must have the ability to work with minimal supervision, keep track of assignments, prioritize appropriately, meet short deadlines and perform well in high-pressured situations. Experience with records retrieval and document management preferred. Appreciation for teamwork and sensitivity to client confidentiality essential. Back-up receptionist duties will be required.

About Us. The Federal Public Defender's Office provides zealous client-centered advocacy in the U.S. District Court for the District of Maryland, the U.S. Court of Appeals for the Fourth Circuit and the U.S. Supreme Court. We represent clients at every stage of the criminal legal process. Our office is recognized as a leading public defense law firm that looks for creative and compassionate ways to serve our clients and has a progressive impact on the criminal legal system, both locally and nationally. We are a governmental agency funded by Congress through the Administrative Office of the U.S. Courts.

The Office of the Federal Public Defender seeks to hire employees from diverse backgrounds and perspectives that are reflective of our clients and the communities we serve, including people with disabilities, people of color, women, LGBTQ candidates, and members of traditionally underrepresented groups.

The Office of the Federal Public Defender is an Equal Opportunity Employer and follows the Employee Dispute Resolution Plan of the United States Court of Appeals for the Fourth Circuit.

REQUIREMENTS. Applicants must be U.S. citizens or meet the requirements of the Administrative Office of the U.S. Courts. The successful candidate will be subject to a mandatory background check.

SALARY AND BENEFITS. This position has a starting salary range of \$ 63,940 to \$ 70,623 (Grade 8, Step 1 to Grade 9, Step 1) based on the Judicial Salary Plan effective January 12, 2026. Salary will be based on professional experience. Benefits include health and life insurance plus 11 paid federal holidays, 13 days of paid sick leave, and at least 13 days of paid vacation leave annually. (The number of vacation days increases with years of service.) The position is eligible for the Federal Employees Retirement System and the Thrift Savings Plan, which matches up to 5% of employee contributions. Salary is paid biweekly by direct deposit.

HOW TO APPLY. Please submit resume with cover letter and 3 references (including names, addresses, and phone numbers) to: Raquel Bowley, Administrative Officer. Please submit application materials as a combined PDF via email to **MDX_HR@fd.org** and write “Legal Assistant/Assistant Paralegal” in the subject line. Applications are due August 7, 2026.