

JOB ANNOUNCEMENT
Legal Assistant
Federal Defender for the Middle District of Georgia
Macon Office
2026

The Federal Defender for the Middle District of Georgia, Inc., (FDMDGA) has an opening for a Legal Assistant in its Macon office. This office handles trial level cases before the United States Magistrate and District Courts within the Middle District of Georgia and appeals before the 11th Circuit Court of Appeals and the United States Supreme Court.

The Legal Assistant provides legal secretarial and clerical support services for the FDMDGA, at large. The Legal Assistant position within a federal defender organization is indispensable. This position serves as the backbone of the office, providing essential support that ensures the smooth operation of all office functions. The Legal Assistant is not merely a support role; they are a vital component in the criminal defense ecosystem. Their contributions directly impact the organization's effectiveness in advocating for clients, navigating complex legal processes, and achieving successful legal outcomes.

Duties and Responsibilities

The Legal Assistant will perform a wide range of responsibilities, including but not limited to:

- Receive, screen, and refer callers; answer general inquiries and obtain necessary information.
- Screen incoming mail, handle routine matters, route mail, review and oversee outgoing mail for accuracy, and maintain correspondence control records.
- Prepare correspondence by drafting or typing in a prescribed format and prepare memoranda for signature.
- Maintain calendars, set appointments, arrange meetings and conferences, manage business travel, etc..
- Organize case files and perform case management functions such as opening/closing files, recording time spent on cases, noting future court appearances, and notifying clients of appointments.
- Provide secretarial, clerical, and administrative assistance related to CJA Panel management.
- Receive and route deliveries, arrange courier services, and oversee outgoing deliveries.
- Perform administrative duties in areas like personnel, procurement, and budget as directed.
- Perform all other assigned duties as directed.

Qualifications

Minimum qualifications for this position are:

- A high school diploma or its equivalence;
- At least two years of **General Experience*****;
- Good Interpersonal and Intrapersonal skills;
- Commitment to indigent defense and personal integrity.

General Experience***

Experience that provides evidence the individual has:

- a general understanding of the methods and skills required for accomplishing the tasks outlined in the Duties and Responsibilities section above;
- a general understanding of office confidentiality issues, such as attorney/client privilege;
- the ability to analyze and apply relevant policies and procedures to office operations;
- the ability to exercise good judgment in a mature and diplomatic manner;
- the ability to communicate orally and in writing;
- a general knowledge of office practices and secretarial processes;
- the ability to recognize and analyze problems and recommend practical solutions;
- the ability to use a personal computer.

NOTE: Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

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. The ideal candidate is dependable, organized, detail-oriented, and able to work independently.

Salary and Benefits

Salary: The starting annual salary for this position falls within a range under the Grade and Step Salary Chart from Grade GS-06 at \$45,409 to Grade GS-08 at \$72,644. (The salary of the successful applicant will be commensurate with the person's qualifications and years of experience.)

Benefits: Paid vacation leave, paid sick leave, paid holidays, health insurance, life insurance, and participation in our 401(k) plan.

The FDMDGA is a nonprofit corporation, funded by the Administrative Office of the United States Courts. It is not an agency of the federal government and staff members are not federal employees.

Resumes will be accepted until filled. Applications should contain a cover letter describing relevant experience(s), a resume, and three references. All applications should be in one consolidated PDF. Application materials should be emailed to the following:

Byron Conway, Executive Director

gamfd_applicants@fd.org

The Federal Defenders of the Middle District of Georgia is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide defense services in federal criminal cases related matters in the federal court.

