

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

NORTHERN DIVISION
TOWER II, 9th FLOOR
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Legal Secretary/Assistant Paralegal

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 and ability to handle a busy caseload of 4-5 attorneys is required. Successful applicant must have ability to work with minimal supervision, meet short deadlines and perform well under pressured environment. Experience with records retrieval and document management preferred. Appreciation for teamwork and sensitivity to client confidentiality essential. Back-up receptionist duties will be required.

Submit resume with cover letter and 3 references, via email to raquel_bowley@fd.org or by mail to Raquel Bowley, Federal Public Defender, 100 S. Charles St., #900, II, Baltimore, MD 21201. No telephone calls.

Salary commensurate with experience. This is an 'at will' position and subject to the availability of funds. The successful candidate must meet certain citizenship eligibility requirements. Successful candidate will be subject to a background check and an FBI fingerprint check. The FPD follows the Employee Dispute Resolution Plan of the US Court of Appeals for the 4th Circuit. **Application Deadline: March 13, 2026.**

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.