

**FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF FLORIDA**

POSITION ANNOUNCEMENT

Administrative Assistant - Tallahassee, FL



Tallahassee, FL - Cascades Park

The Federal Public Defender for the Northern District of Florida is seeking an Administrative Assistant. The position will be based in our main office in Tallahassee, Florida. Applicants should be willing to travel as needed.

The Administrative Assistant assists the Federal Defender and Administrative Officer with all aspects of office administration and management including compliance with requirements and restrictions provided by DSO, AOUSC, and the *Guide to Judiciary Policy*. Duties may include management of leave tracking; assisting in determining need and securing suitable office space; assisting with procuring supplies; maintaining property inventory; preparation and transmittal of all administrative reports; and, case management for local office.

Position requires the ability to effectively communicate orally and in writing. Must have exceptional interpersonal and organizational skills, ability to work with minimal supervision, and an ability to exercise mature judgment. Familiarity with legal terminology, court rules, and protocol preferred. Working knowledge of Microsoft Word, Excel, and databases required. At minimum, must be a high school graduate or equivalent and have at least three years of general experience and two years of specialized experience. Higher education may be substituted for experience. Fluency in Spanish will also be an advantage although not a requirement.

Tallahassee is Florida's Capital City and home to the Florida State University Seminoles and the Florida A&M University Rattlers. Tallahassee has something for everyone, whether it be bike and nature trails, state parks, museums, college sports, and more. Tallahassee's unique location in the Florida Panhandle allows access to seafood festivals, holiday festivals, as well as caverns and natural springs. Further, Tallahassee offers a quality of life that is not available in larger cities.



Tallahassee, FL – Lake Ella

Salary will be determined on the Judiciary Salary Plan and based on qualifications and experience, consistent with federal rules and regulations. Position includes federal benefits, with health and life insurance, retirement, and the Thrift Savings Plan. Employment is conditioned upon a favorable background check. Position is subject to approval of funding.

Qualified applicants should apply by forwarding in PDF format a short letter of interest, a resume, three references, and a representative writing sample to: [FLN Resumes@fd.org](mailto:FLN_Resumes@fd.org). Please indicate “Administrative Assistant” in the subject. Applications will be reviewed on a continuing basis until the position is filled.

The Federal Public Defender is an equal opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age are encouraged to apply. Reasonable accommodations are available to applicants with disabilities.



Tallahassee, FL - Collegetown

Vacancy Announcement FY26-003