

Federal Defenders of New York

Eastern District, Southern District, and the Second Circuit

Job Announcement for: Client Services and Office Operations Administrator

Posted: April 29, 2026

Application Deadline: May 20, 2026

Salary Range: \$88,005 – \$137,128

Federal Defenders of New York (FDNY) is seeking applicants for a Client Services and Office Operations Administrator position in the Southern District of New York, located in our **White Plains** office. This job is an extraordinary opportunity to support a criminal defense practice and engage in direct service work. This is a permanent, full-time position.

Our Organization

FDNY is a nonprofit, community defender organization that provides legal representation to indigent persons accused of federal crimes in the Southern and Eastern Districts of New York and in the U.S. Court of Appeals for the Second Circuit. We are not a government agency, and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest legal representation available at any price. A large part of our caseload involves immigration-related offenses, drugs, fraud, bank robbery, firearms, sex crimes and internet-related crimes. We are looking for someone who is committed to equal justice and willing to fight vigorously for those accused of committing crimes.

Duties and Responsibilities

As a Client Services and Office Operations Administrator focusing on client needs and office operations, you will work closely and collaboratively with a defense team made up of trial attorneys, investigators, social workers and administrative staff to support clients at every stage of their federal case, from arrest to acquittal or sentencing. The Client Services and Office Operations Administrator is expected to perform paralegal and administrative duties and will help run the day-to-day operations of the office. Your responsibilities will include:

- Assist an office of at least four trial attorneys, an investigator, and a social worker with all aspects of client representation including meeting with clients and their families.
- Review evidence, organize case materials, and prepare bail packages.
- Assist in preparation of mitigation materials by conducting interviews, obtaining, reviewing, and summarizing records, gathering letters of support, and speaking with retained experts.
- Serve as liaison with court agencies, treatment programs, service providers, jails, clients and their families.
- Prepare documents for hearings and filings, as well as draft routine correspondence.
- Maintain frequent communication and develop rapport with clients and their families; regularly visit clients at jails throughout the NYC metropolitan area, including Westchester, New Jersey and Brooklyn.
- Administrative duties include managing daily office operations, opening and closing physical and digital case files, ordering supplies, preparing monthly case log reports, logging office wide attendance, delivering filings to the courthouse, overseeing incoming and

outgoing mail, equipment maintenance (copiers, printers), and managing the other administrative needs of the office.

The Client Services and Office Operations Administrator will also attend court proceedings, sit at counsel table during trials and hearings, and participate in field investigations occasionally traveling beyond the office. On average, the Administrator will work on 80-100 cases alongside trial attorneys.

Qualifications & Experience

- A demonstrated interest in and commitment to the mission of FDNY.
- Oral and written communication skills, ability to relate well to clients, along with a commitment to timeliness and completing the highest quality of work.
- Strong understanding of Microsoft Office (Word, Excel, PowerPoint).
- A self-directed learner who demonstrates initiative, critical thinking, time management and organizational skills.
- Ability to work independently and collaboratively in a team-based environment.
- A bachelor's degree or higher awarded no later than June 2026.

Preferred Qualifications

- Fluency in another language, especially Spanish, is highly desirable.
- Familiarity with legal terminology and practice or working one-on-one with clients is desirable.
- Because this position requires local travel, the ideal candidate will have a valid driver's license.

Benefits & Salary

The salary range for this position is \$88,005 – \$137,128. It is consistent with the federal-pay scale and is commensurate with the experience of the candidate.

Additionally, FDNY offers the following employer benefits:

- Healthcare benefits, including medical/dental/and vision, and coverage managed by a Collective Bargaining Agreement (CBA) with ALAA
- Commuter benefits & 403(b) retirement offerings
- Employee Assistance Program
- Paid vacation and sick leave time
- Federal paid holidays

All qualified applicants are encouraged to apply, as FDNY is dedicated to promoting a work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. Our office is committed to building a workplace that embraces different identities, voices, and worldviews—valuing equity and the richness of varied lived experiences.

Interested Applicants

Qualified candidates who are interested in contributing to this work are encouraged to apply by submitting a single pdf document that includes both their one-page cover letter and resume. The cover letter must include: (1) your interest in public defense work, (2) the unique qualifications you have for the Client Services and Office Operations Administrator position, and (3) any relevant experience working with court-involved or marginalized communities.

Please address all materials to **Jennifer Brown, Attorney-in-Charge** via Airtable [here](#). The combined PDF file should be formatted as: **FirstName LastName—WP [Client Services and Office Operations Administrator] Application Materials**.

Hiring Timeline

We value transparency in our hiring process and want applicants to know what to expect. Below are estimates of our key dates:

- Application Deadline: May 20, 2026; Application review will occur on a rolling basis until the role is filled. The receipt of application materials will not be confirmed by FDNY.
- Interviews: Interviews will be conducted in-person or virtually via Zoom and/or Microsoft Teams. Please note that only applicants selected for an interview will be contacted.