

FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED

800 S. Gay Street, Suite 2400
Knoxville, Tennessee 37929-9714

Gianna Maio
Federal Community Defender

Telephone 865-637-7979
Fax 865-637-7999

Position Announcement – Assistant Federal Defender – Greeneville, TN

Who We Are

We work to keep people out of prison and to stop state executions by adhering to our mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies and clients sentenced to death. We practice holistic defense lawyering to protect our clients’ rights and champion their humanity at every stage of the criminal case and beyond. Federal Defender Services of Eastern Tennessee (FDSET) seeks to attract and retain a high-performing and diverse workforce to serve our clients. We seek to embrace diversities, support equity, and foster an inclusive work environment that promotes commitment, flexibility, and fairness.

The Job

The full-time assistant federal defender represents clients charged with a variety of federal crimes, including drug, firearm, and immigration offenses, fraud offenses, and petty offenses.

Duties

Responsibilities include managing a full caseload, including preparing pleadings, motions, and briefs; reviewing discovery documents; interviewing witnesses; developing litigation strategies; meeting with clients; working with experts; assisting CJA panel attorneys; and appearing on behalf of clients in court. The position requires a personal vehicle and insurance for travel for investigation, litigation, and training. Assistant federal defenders may not engage in the private practice of law.

Requirements

J.D. degree from an accredited law school; must be an active member in good standing of a state bar (Tennessee bar not required but encouraged); and licensed to practice in the U.S. District Court by the time of entrance on duty. Proficiency in Spanish is a plus. Applicants must have at least three years of criminal trial experience with strong writing and advocacy skills; knowledge of federal criminal trial practice and federal sentencing; a reputation for personal and professional integrity; a commitment to the representation of indigent defendants; and an ability to work well in a team environment. Applicants must also possess the ability to communicate effectively with clients, witnesses, colleagues, staff, and court and agency personnel.

Salary & Benefits

Salary is commensurate with experience and qualifications in accordance with the Defender Organization Classification System assistant federal defender pay levels, which range from AD-21 at \$69,107 to AD-29 at \$180,756. *Starting salary* is based on years of professional attorney experience and has varying pay ceilings.

| Starting Salary Chart | | | | |
|------------------------------|---|------------------|------------------------|-------------|
| Calendar Year 2023 | | | | |
| AD Level | Years of Professional Attorney Experience | | Starting Salary Ranges | |
| | <u>At Least</u> | <u>Less Than</u> | | |
| AD-21 | 0 | - 3 | \$ 69,107 | - \$105,387 |
| AD-23 | 3 | - 5 | \$ 74,250 | - \$113,233 |
| AD-25 | 5 | - 6 | \$ 79,779 | - \$121,663 |
| AD-26 | 6 | - 7 | \$ 85,718 | - \$130,722 |
| AD-27 | 7 | - 8 | \$ 92,103 | - \$140,456 |
| AD-28 | 8 | - 9 | \$ 98,961 | - \$150,914 |
| AD-29 | 9+ | | \$ 106,326 | - \$162,148 |

A generous benefits package including medical, dental, vision, life, long-term disability, critical illness, accident, and 401K retirement is available to all full-time employees. A partial remote work schedule is available to employees after a probationary period.

SUBMISSION OF APPLICATION

Qualified individuals may apply by sending ALL the following documents in *one combined PDF file* to [Sharon Buckingham@fd.org](mailto:Sharon.Buckingham@fd.org) by **Wednesday, June 14, 2023**. No telephone calls, please.

- (1) Cover Letter
- (2) Resume
- (3) Three References
- (4) Writing Sample (10 page maximum)

An email confirming receipt of the application materials will be sent to all applicants. Only those selected for interviews will receive further communication.

**FDSET VALUES A DIVERSE WORKFORCE
AND IS AN EQUAL OPPORTUNITY EMPLOYER**