

# **FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED**

800 S. Gay Street, Suite 2400  
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## **Position Announcement – Assistant Federal Defender – Chattanooga, TN**

### **Who We Are**

We work to keep people out of prison and 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 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 embrace diversities, support equity, and foster an inclusive work environment that promotes commitment, flexibility, and fairness.

### **The Job**

The full-time assistant federal defender position is based out of our Chattanooga Office located at 605 Chestnut Street, Suite 1310, Chattanooga, Tennessee 37450. The assistant federal defender represents clients charged with a variety of federal crimes, including but not limited to: drug, firearm, immigration, fraud, and petty offenses.

### **Duties**

Responsibilities include managing a full caseload, including preparing pleadings, motions, and briefs; reviewing discovery; interviewing witnesses; developing litigation strategies; meeting with clients; working with experts; appearing on behalf of clients in court; and assisting CJA panel attorneys. The position requires a personal vehicle and insurance for travel related to investigation, litigation, and training. Routine travel to detention facilities is required. 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 (application may be pending at the time of hire). 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 \$72,553 to AD-29 at \$189,771. *Starting salary* is based on years of professional attorney experience and has varying pay ceilings.

<b>Starting Salary Chart</b>				
Calendar Year 2024				
AD Level	Years of Professional Attorney Experience		Starting Salary Ranges	
	<u>At Least</u>	<u>Less Than</u>		
AD-21	0	- 3	\$ 72,553	- \$110,644
AD-23	3	- 5	\$ 77,953	- \$118,881
AD-25	5	- 6	\$ 83,759	- \$127,731
AD-26	6	- 7	\$ 89,993	- \$137,242
AD-27	7	- 8	\$ 96,697	- \$147,461
AD-28	8	- 9	\$ 103,896	- \$158,441
AD-29	9+		\$ 111,630	- \$170,236

FDSET offers a generous benefits package, which includes paid vacation and sick leave, 11+ paid annual holidays, medical, dental, vision, life/AD&D, long-term disability, and 401K retirement. FDSET provides medical (employee-only plans), dental, vision, basic life/AD&D, and long-term disability *at no monthly premium cost to employees*. Some remote work hours are available to employees after an initial 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 **Monday, September 30, 2024**.

- (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**