

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 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 Greeneville Office located at 219 W. Depot Street, Suite 2, Greeneville, Tennessee 37743. 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, including those located in Carter County and Washington County, TN; Laurel County, KY; Washington County and Roanoke County, VA; and Swain County, NC. 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. Proficiency in Spanish is a plus.

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.

Starting Salary Chart				
Calendar Year 2024				
AD Level	Years of Professional Attorney Experience		Starting Salary Ranges	
	At Least	Less Than		
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.

A partial remote work week is 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 by **Monday, July 8, 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**