

FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED

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

Elizabeth B. Ford
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 office’s 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 who have been 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 foster an inclusive work environment that promotes commitment, flexibility, and fairness.

The Job

We need a full-time Assistant Federal Defender to fill a position in our Greeneville Office located at 219 W. Depot Street, Suite 200, Greeneville, Tennessee 37743. The caseload is varied and includes drug, firearms, and immigration offenses; fraud offenses, and miscellaneous federal petty offenses, misdemeanors, and other felonies.

Duties

Responsibilities include managing an extensive caseload; 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. Defender attorneys 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; licensed to practice in the U.S. District Court by the time of entrance on duty, proficiency in Spanish a plus. Applicants must have substantial criminal trial experience (at least three years) 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 as part of their employment.

Salary & Benefits

Salary is commensurate with experience and qualifications in accordance with the Defender Organization Classification System and Assistant Federal Defender Pay Levels. A generous benefits package including medical, dental, vision, life insurance, and 401K retirement is available to all full-time employees of FDSET.

SUBMISSION OF APPLICATION – Open Until Filled

Qualified individuals may apply by sending ALL the following documents in PDF format to [Sharon Buckingham@fd.org](mailto:Sharon_Buckingham@fd.org). No telephone calls, please.

- (1) Cover Letter
- (2) Resume
- (3) Three References

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