

FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF CALIFORNIA
Steven Kalar
Federal Public Defender
www.ndcalfpd.org

POSITION ANNOUNCEMENT ASSISTANT FEDERAL PUBLIC DEFENDER

The Federal Public Defender, Northern District of California is accepting applications for the position of a full-time Assistant Federal Public Defender in its San Jose office. The Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases. More information about the office may be found at www.ndcalfpd.org.

JOB DESCRIPTION: Duties include trial, appellate and ancillary matters under the direction of the Federal Defender. The position requires travel for training, investigation and litigation. The successful applicant will have demonstrated an aptitude for excellence in trial and appellate practice and a commitment to the vigorous representation of indigent accused persons. Appointment is subject to a satisfactory background investigation.

REQUIREMENTS AND QUALIFICATIONS: Applicants must:

- Currently be a member of good standing of at least one state bar association, or of the bar of the District of Columbia. A condition of employment is membership of the State Bar of California within one year of start date;
- Possess strong research skills and effective written and oral communication abilities.

This is a full time position. Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary. This position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

Please note that attorneys at the office of the Federal Public Defender may not engage in the private practice of law.

THE APPLICATION PROCESS

Applications will *only* be accepted online, and must be submitted electronically through this web portal:

<https://www.123contactform.com/form-2550112/AFP-San-Jose-2017>

In addition to the initial information requested at this application web site, please prepare and upload a .pdf application packet. This packet should include a single .pdf file:

- A plain face sheet, containing only your last name, first name, and the name of your employer or your employment status. This information should be centered on the page and should be at least size 40 font;
- A cover letter;
- Your resume;
- A writing sample that demonstrates your own, original work;
- Three references. (References will not be contacted until applicant is advised).

The uploaded .pdf file should be named, "Last name, first name." (*E.g., "Doe, Jane.pdf"*)

Candidates will be evaluated on their accurate compliance with these application instructions.

Applicants invited to interview will be asked to complete a Judicial Branch Employment form (AO78).

Applications submitted by fax, mail, or email will not be considered.

Applicants will only be contacted if selected for an interview. The position will remain open until filled by the Federal Public Defender.

The Federal Public Defender is an Equal-Opportunity Employer