

FEDERAL PUBLIC DEFENDER

Districts of Guam and the Northern Mariana Islands
400 Route 8, Suite 501
Maite, Guam 96910
(671) 472-7111

Leilani Lujan
Federal Public Defender
Briana Kottke
Assistant Federal Public Defender

Lita McDaniel
Administrative Officer
Renate Grimes
Administrative Assistant
Chris Mantanona
Computer Systems Administrator

POSITION ANNOUNCEMENT

Position: Assistant Federal Public Defender
Location: Guam

The Office of the Federal Public Defender for the Districts of Guam and the Northern Mariana Islands is accepting applications for one full-time Assistant Federal Public Defender position to be based in the Guam office. Our office is committed to the zealous and professional representation of individuals who cannot afford to hire counsel and are accused or convicted of criminal offenses in the United States District Courts of Guam and the Northern Mariana Islands and the United States Court of Appeals for the Ninth Circuit. Through the collaborative efforts of our attorneys and staff, our office provides clients with the best defense that money can't buy. Federal Public Defender Office employees are members of the judicial branch of government, are considered at-will and are not covered by the Civil Service Reform Act. Federal Public Defender attorneys may not engage in the private practice of law.

Commitment to Diversity, Equity and Inclusion: Our office is committed to diversity, equity and inclusion and aspires to create a culture of mutual respect, openness, professionalism, collaboration and humility that honors our clients and promotes an environment in which zealous and compassionate representation may flourish.

Duties: Assistant Federal Public Defender responsibilities include, but are not limited to: managing an extensive caseload with cases at varying stages of litigation; working independently; legal research and writing; preparing pleadings, briefs, motions, and other legal documents; appearing in court; representing clients in hearings, trial, and other proceedings; driving for work purposes; meeting with clients, experts, witnesses, family members, and others; visiting clients in jail; working with culturally diverse populations and marginalized communities; collaborating with other attorneys in the office; providing support and assistance to CJA Panel attorneys; traveling off-island for work purposes; and other duties as may be assigned by the Federal Defender. Because driving for work purposes is necessary, a valid driver's license, personal vehicle and car insurance are required. Because traveling off-island for work purposes is necessary, valid travel documents are required. Attorneys must be available to work during regular business hours, and when necessary during evenings and weekends.

Requirements: This position is for a licensed attorney. Applicants must have 1) graduated from an accredited law school and be a member in good standing in all courts in which admitted to practice, but a Guam bar license is strongly preferred though not required; 2) litigation experience, writing and advocacy skills, and the ability to work in a team environment; 3) at least 3 years of criminal experience; 4) a valid driver's license, personal vehicle and car insurance; 5) valid travel documents for off-island travel; and 6) must be a United States citizen or eligible to work in the United States.

Selection Criteria: In addition to the above requirements, the ideal candidate will have all or most of the following: criminal defense experience; superior oral and written communication; jury trial experience; demonstrated ability to work with a team; ability to multi-task and meet concrete deadlines; technological proficiency; vigorous and professional representation on behalf of clients. Further, the ideal candidate must be client-oriented, open-minded, creative, collaborative, empathetic, compassionate, a quick learner, enthusiastic, honest, hardworking, and respectful of others. Appointment is subject to a satisfactory background investigation.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to mandatory electronic funds transfer (direct deposit). Federal government employment benefits include health and life insurance, retirement, and the Thrift Savings Plan.

How to Apply: No telephone inquiries. To apply, send a cover letter, resume, one writing sample, and three references in a single PDF document to:

Lita McDaniel
Administrative Officer
lita_mcdaniel@fd.org

with the subject line: **“Guam Assistant Federal Public Defender Application.”** All application materials must be received by **February 29, 2024, 5:00 p.m. (Guam time)**. Only applicants selected for an interview will be contacted. All responses will remain confidential.

This position is open until filled and is subject to the availability of funding and a background investigation.

The Federal Public Defender is an Equal Employment Opportunity Employer.