

**FEDERAL PUBLIC DEFENDER**  
NORTHERN DISTRICT OF CALIFORNIA

JODI LINKER  
*Federal Public Defender*

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**CASE MANAGEMENT ASSISTANT/RECEPTIONIST:  
SAN FRANCISCO, CALIFORNIA**

*(Posted June 2025)*

The Federal Public Defender for the Northern District of California is accepting applications for a full-time Case Management Assistant/Receptionist based in our San Francisco office. This role contributes to our Office's mission of upholding the constitutional right to counsel and the inherent dignity of individuals who are accused or convicted of crimes and cannot afford their own lawyer.

**JOB DESCRIPTION**

*Key Responsibilities*

**Case Administration:** Timely and accurately opens, closes, and maintains all case files for San Francisco and district-wide Central Violations Bureau cases. Receives, scans, and uploads incoming documents into client electronic case files and the automated case management database. Responsible for reviewing and ensuring accuracy, timeliness, and quality of data entered into the Defender Data case management system. Assists with auditing, compiling, analyzing, and maintaining case statistics. Prepares reports regarding caseloads. Analyzes processes for opening, closing, and maintaining case files, and makes recommendations for improvement.

**Office Administration:** The successful candidate will provide a variety of front-desk and clerical support services, including serving as the primary receptionist to greet visitors and clients in person and on the telephone. The candidate will also coordinate the physical management of case files both on-and off-site. Additional duties include maintaining the copy and file room, coordinating incoming and outgoing mail for the office, and other administrative and clerical tasks as assigned.

The Case Management Assistant/Receptionist will serve as a back-up to the Legal Assistants, providing support to the attorneys and other members of the office throughout the district.

**QUALIFICATIONS**

A minimum of six years of work experience is preferred (4 years minimum), four of which must be in legal related and two in general experience. An applicant must be a high school graduate or equivalent. A variety of prior experience, including administrative non-legal fields, would be helpful.

This position requires excellent customer service skills, considerable initiative, resourcefulness, creativity, and drive. Computer proficiency, ability to communicate and work well with others; demonstrated interest in criminal justice and commitment to obtaining justice for indigent persons; and ability to perform each of the tasks associated with this position are required. The

successful applicant will possess tact, integrity, and discretion. Spanish or other foreign language skills are desired, but not required.

The Case Management Assistant/Receptionist must have knowledge of office practices and procedures and understand and exercise care regarding attorney/client privilege and confidentiality. Candidates should possess basic knowledge of the legal process and legal terminology. Candidates must also have the ability to work in a fast-paced and deadline driven environment, and the ability to work both independently and as part of a team.

The position requires a proficiency with technology, as a wide range of computer applications are utilized, including the Microsoft Office suite, Adobe, and other database software.

This position will have a designated duty station in San Francisco. The position is in-person full time and does not allow for remote or telework. Varying work hours, including nights, weekends, and holidays, may be required.

**Physical Demands and Work Environment:** The physical demands for this position are those necessary to successfully perform the essential functions of the job as outlined above. The Case Management Assistant/Receptionist may occasionally need to lift and/or move up to 25 pounds.

### **SALARY & BENEFITS**

Compensation is determined by the Judicial Salary Plan, and will be commensurate with the candidate's experience, within a range from JSP- 8, Step 1, to JSP-9, Step 1, currently yielding a starting salary of \$69,168 up to \$76,397 per annum. This position requires mandatory direct deposit for salary payments. A comprehensive benefits package is provided. For more details on benefits available, please visit: <http://www.uscourts.gov/careers/benefits>.

This position may be subject to FBI fingerprint and background checks. Employment will be provisional and contingent upon satisfactory completion of the required investigation. Position is subject to approval of funding.

### **APPLICATION PROCESS**

To apply, please fill out the application form here: <https://ndcalfd.knack.com/applications#staff-position231/> and submit the following material in a single .pdf file:

- A plain face sheet, containing only your last name, first name, and the name of your current employer and/or your current employment status;
- A cover letter explaining your interest in the position;
- Your resume; and,
- Three professional references, including name, email address, and telephone numbers (*references will not be contacted until applicant is advised*).

The uploaded .pdf file should be named, "Last Name\_First Name.pdf" (e.g., *Doe\_Jane.pdf*).

Applicants will be contacted only if selected for an interview. The position will remain open until filled, **with preferential review to applications received by July 3, 2025.**

**Non-Citizen Applicants:** Under federal law, non-citizens may be interviewed and considered for employment in the Office of the Federal Public Defender. Employment offers, however, can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a U.S. citizen or a lawful permanent resident who is seeking U.S. citizenship as described [here](#).

**THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.**

We are committed to fostering a diverse and inclusive work environment. We believe in supporting people to do their best work and thrive as we build a diverse, equitable, and inclusive practice. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, age, sex, national origin, disability status, genetics, sexual orientation, protected veteran status, gender identity or expression, or any other characteristic protected by law.