FEDERAL PUBLIC DEFENDER

Districts of Guam and the Northern Mariana Islands

POSITION ANNOUNCEMENT

Case Management Assistant

The Federal Public Defender, an Equal Opportunity Employer, operates under the authority of the Criminal Justice Act, 18 U.S.C.§ 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Conditions of Employment: Applicants must be a U.S. Citizen or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of a background investigation.

Requirements: Applicants must be a high school graduate or equivalent and have at least 3 years legal experience. Must have a strong, reliable and self-motivated work ethic and be able to work independently. Must work collaboratively and in harmony in a team environment and must have the ability to communicate effectively with attorneys, supervisors, staff, clients, court personnel, and the public. Applicants must be able to analyze and apply relevant policies and procedures to office operations and exercise good judgment. Must be proficient with WordPerfect, Microsoft Office Suite and Adobe Acrobat. Must have a valid driver's license and own transportation.

Duties: Duties include opening and closing cases, providing case-related statistical data, uploading data and documents into databases, assisting in the development of budget requests and case load projections, filing of court documents electronically and manually, preparing pleadings, memorandums and correspondence, maintaining case files and forms, managing office telephone and in-person inquiries, screening incoming mail and routing mail appropriately, serving documents, obtaining documents and records, assisting attorneys with clients and cases, assisting in the support of the CJA Panel and performing all other tasks as assigned.

Salary/Benefits: Salary will be within the range of $40,736 to $80,243, plus a 11.88% non-taxable Guam Cost of Living Adjustment (COLA), subject to change annually, commensurate with qualifications, experience and education 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, qualified applicants should email a letter of interest, resume that includes three references, and a Judicial Branch Federal Employment (AO 78) application form, in a single PDF file, by November 30, 2026, to Renate Grimes, Administrative Officer, at renate_grimes@fd.org. Position will remain open until filled. The application form (A0 78) is available at https://gu.fd.org/about/jobs.

Only applicants selected for interview will be contacted. All responses will remain confidential. Employees of the Federal Public Defender are members of the judicial branch of government and are considered "at will."