



FEDERAL PUBLIC DEFENDER  
CENTRAL DISTRICT OF ILLINOIS

**POSITION ANNOUNCEMENT**  
**ASSISTANT FEDERAL PUBLIC DEFENDER**

Posted: November 1, 2024

Closing date: Open until filled, preference given to applications received by November 22, 2024

The Federal Public Defender for the Central District of Illinois is accepting applications for the permanent position of Assistant Federal Public Defender with a duty station in Springfield. The Federal Public Defender's Office provides defense services in federal criminal cases and related matters in federal court pursuant to the Criminal Justice Act, 18 U.S.C. Section 3006A. Our office is committed to providing the highest level of representation to our clients. The outside practice of law is prohibited.

**Qualifications.** An Assistant Federal Public Defender must have a commitment to the zealous representation of indigent clients and a reputation for personal integrity. A minimum of three years' experience in the area of criminal defense is preferred. Excellent oral communication, research, and writing skills are required. The selected candidate must be able to assume a substantial caseload immediately and without significant supervision. The position requires regular travel to local detention facilities to visit detained clients and occasional travel to Chicago to appear before the Seventh Circuit Court of Appeals. Proficiency in Spanish is useful but not required.

**Requirements.** Applicants must be (1) United States citizens or authorized to work in the United States; (2) licensed by the highest court of a state, federal territory, or the District of Columbia; and (3) a member in good standing in all courts where admitted to practice. A valid driver's license is also required.

**Salary and Benefits.** This full-time position is in the excepted service and offers full federal benefits, including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and sick leave, and paid holidays. Salary commensurate with experience and qualifications.

**Conditions of employment.** Employees of the Federal Public Defender's Office are members of the judicial branch of government and are considered "at will". The successful candidate will be subject to a general background check as a condition of employment and may be subject to periodic updates. Direct deposit is required for payment of compensation for employees.

**Application Information.** Qualified persons may apply by sending the following, in **one** PDF document, to:

[ilchr@fd.org](mailto:ilchr@fd.org)

- (1) letter of interest
- (2) resume with three professional references familiar with applicant's legal skills
- (3) recent writing sample that has not been edited by others
- (4) completed AO78 Application for Judicial Employment

An email confirming receipt of the application materials will be sent to all applicants. Only those selected for interviews will receive further communication. **No telephone inquiries please.** Costs associated with interviewing and relocation will not be reimbursed. All positions are subject to the availability of funds. For more information about our office, visit <https://ilc.fd.org>.

*The Federal Public Defender for the Central District of Illinois is an Equal Opportunity Employer.*





**WORK EXPERIENCE**

*(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)*

**A**

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)	Name of Employer <i>(firm, organization, etc.)</i> Address of Employer	
Reason for Leaving		
Description of Work		

**B**

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)	Name of Employer <i>(firm, organization, etc.)</i> Address of Employer	
Reason for Leaving		
Description of Work		

**C**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )	Name of Employer ( <i>firm, organization, etc.</i> )  Address of Employer	
Reason for Leaving		
Description of Work		

**D**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week: Full-Time    Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name of Immediate Supervisor  Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )	Name of Employer ( <i>firm, organization, etc.</i> )  Address of Employer	
Reason for Leaving		
Description of Work		

**OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT**

**Answer questions 19, 20, and 21, only if required by the vacancy announcement.** Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

19. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)*       YES       NO      If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

20. Have you been convicted by a military court-martial in the past 7 years?       YES       NO      If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

21. Are you now under charges for any violation of law?       YES       NO      If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

**22. REMARKS** *(Use this space for continuation of answers. List the item number being explained.)*

[Empty space for providing remarks and explanations for the answers above.]

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_