

Federal Public Defender's Office
Western District of New York

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POSITION ANNOUNCEMENT
PART-TIME TEMPORARY INTERNSHIP
BUFFALO OFFICE

The Federal Public Defender for the Western District of New York is accepting applications for the position of Part-time Internship in our Buffalo Office. The Federal Public Defender, a branch of the United States Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Position Description: The intern will assist in general administrative support for the Federal Public Defender's Office. Responsibilities include, but are not limited to, processing of mail, record keeping, photocopying, typing, and other duties as assigned. Interns will observe and assist in multiple administrative functions such as Information Technology, Procurement, Case Management, and Inventory. The intern will also have opportunities to assist Assistant Federal Public Defenders and attend court appearances with them.

Qualifications: The applicant must be a Say Yes Scholar as a rising senior, in good academic standing, enrolled in college full-time. Recent Say Yes college graduates will also be considered. Candidates should possess excellent communication, interpersonal and organization skills and the ability to multi task.

Salary and Benefits: This is a temporary part-time position requiring 20 hours per week for no longer than 10 weeks. Salary for this position is set at \$11.10 per hour. Federal benefits do not apply for this position. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. **This position is subject to mandatory electronic transfer (direct deposit) of net pay. Appointment is subject to a satisfactory high-sensitive background investigation, including an FBI name and fingerprint check and retention depends upon a favorable suitability determination.**

HOW TO APPLY: Submit cover letter, resume, and **three references in .pdf format** to buffalointernships@sayyestoeducation.org. **Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

DEADLINE: May 20, 2019

NO PHONE CALLS PLEASE

Interviews will be held during the week of May 27, 2019. The Start date will be June 10, 2019. The end date will be decided upon by the employer and the hired intern. All responses will remain confidential. Only those selected for an interview will be contacted.

The Federal Public Defender Is an Equal Opportunity Employer
Women & Minorities Are Encouraged to Apply