

FEDERAL PUBLIC DEFENDER
MIDDLE and WESTERN DISTRICTS OF LOUISIANA
LAFAYETTE HEADQUARTERS
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POSITION ANNOUNCEMENT

Paralegal - Baton Rouge

01-2017

The Office of the Federal Public Defender for the Middle and Western Districts of Louisiana is accepting applications for the position of a full-time Paralegal to be stationed in the Baton Rouge office. The Office of the Federal Public Defender, which has staffed offices in Baton Rouge, Lafayette and Shreveport, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide court-appointed defense services in federal criminal cases to individuals unable to afford counsel.

Requirements. A Paralegal is a professional support position that provides legal research and writing, litigation support, case preparation, and investigative support to criminal defense attorneys. Applicants must be either a U.S. citizen or an alien authorized to work in the United States, and must possess a high school diploma or equivalent. Preferred qualifications include 3 years of general administrative experience in a law firm setting, 5 years of federal criminal defense experience as a paralegal, and a certificate in paralegal studies. Appointment is subject to a satisfactory FBI fingerprint check.

Duties. Under the direction of an assistant federal public defender, the Paralegal performs general case preparation; interprets applicable laws, rules, regulations, precedents, policies to review cases and identify legal issues; evaluates testimony, interviews fact witnesses, and coordinates testimony; assists attorneys in trial; indexes and organizes legal research, motions, briefs, and instructions; provides calendaring and docket control support to the attorneys; indexes and prints discovery; assists in preparation and filling of pleadings, motions and briefs; drafts, edits and proofs client correspondence and memoranda; verifies citations; manages paper, electronic documents, discovery, and exhibits using litigation support software and tools; and other administrative duties, as assigned. The position requires occasional travel.

Selection Criteria. The successful applicant will have: a demonstrated commitment to the representation of indigent accused persons; knowledge of and familiarity with federal criminal law, procedure, and evidence; knowledge of the methods and skills required to conduct legal research, writing, and analysis of cases and legal opinions; experience with word processing, research software, and litigation support software in a legal setting (Word, WordPerfect, Westlaw/Lexis Nexis, Adobe Acrobat, Case Map and Trial Director); good judgment, discretion, maturity, and professional presentation; the ability to communicate effectively with indigent clients, witnesses, colleagues, office staff and court personnel; a history of completing assignments on time; and a demonstrated ability to work both independently and collaboratively.

Salary and Benefits. The position is a full-time position with federal benefits and salary commensurate with experience and qualifications. The position, at the full performance level, ranges in grade from FD-05 to FD-14, with a starting salary range of \$32,844 (FD-5, Step 1) to \$101,409 (FD-14, Step 1) per annum. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit through Electronic Funds Transfer.

How to Apply. Qualified persons may apply by forwarding a letter of interest, resume, and three references to Zach Brevis, Administrative Officer, 102 Versailles Blvd., Suite 816, Lafayette, LA 70501, or zach_brevis@fd.org. Applications must be received by 5:00 p.m. CST on March 3, 2017. The position is contingent on the availability of federal funding. Only those granted an interview will be contacted. No phone calls please.

The Office of the Federal Public Defender is an equal opportunity employer.