

**FEDERAL PUBLIC DEFENDER**  
**MIDDLE & WESTERN DISTRICTS OF LOUISIANA**  
**SHREVEPORT DIVISION**  
300 FANNIN ST, STE 2199  
SHREVEPORT, LOUISIANA 71101

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Federal Public Defender

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**POSITION ANNOUNCEMENT 07-2022**  
**PARALEGAL**

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, entry level Paralegal to be stationed in the SHREVEPORT office, beginning in mid-December, 2024. 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, writing, litigation, secretarial and clerical support to criminal defense attorneys. Applicants must be either a U.S. citizen or a noncitizen authorized to work in the United States, and must possess a high school diploma or equivalent. Appointment is subject to a satisfactory FBI fingerprint check and contingent upon the availability of funding.

**Duties.** Under the direction of assistant federal public defenders 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, prints, and summarizes discovery; assists in preparation and filing 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 clerical or administrative duties, as assigned. The position requires occasional travel.

**Selection Criteria.** The successful applicant will have: an interest in the representation of indigent accused persons; exceptional organizational skills; an interest in federal criminal law; excellent writing skills; basic computer skills (Word, Excel, Powerpoint, Adobe Acrobat); 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 ranges in grade from FD-5 to FD-9, with a starting salary range of \$39,576 (FD-5, Step 1) to \$59,966 (FD-9, Step 1), with promotion potential up to the grade FD-14 without competition. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified persons may apply by forwarding a letter of interest, resume, and three references to Betty Marak at [betty\\_marak@fd.org](mailto:betty_marak@fd.org). Applications must be received by 5:00 p.m. on August 30, 2024. Only those granted an interview will be contacted. No phone calls.

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