

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA**

**POSITION ANNOUNCEMENT
PARALEGAL**

The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of **Paralegal**. More than one position may be filled from this announcement. Duty station is to be determined in Harrisburg or Scranton. The Federal Public Defender, functioning under authority of 18 U.S.C. § 3006A and the Criminal Justice Act Plan of the District, provides defense services in federal criminal cases and related matters in the federal courts. The mission of the Federal Public Defender's Office is to provide legal services of the highest quality to those unable to afford counsel.

JOB DESCRIPTION: Typical duties include legal research and writing, case preparation and file management, electronic litigation support, maintaining internal calendars, typing and drafting pleadings and correspondence, interviewing clients and witnesses, answering telephones, processing incoming and outgoing mail, and assisting with panel management.

REQUIREMENTS AND QUALIFICATIONS: Applicants must possess a passion and commitment to equal justice under the law and a desire to work on a legal team devoted to the zealous representation of the indigent. Excellent legal writing skills, research skills including knowledge of computerized databases (e.g., LEXIS and Westlaw), computer proficiency in MS Office (Word, PowerPoint, Excel) and Adobe Acrobat PRO, knowledge of various organizational programs (e.g., CaseMap, Trial Director, and Summation), and knowledge of basic legal concepts and terminology are required. Experience in electronic evidence organization and review is highly desirable. Applicants must also possess the ability to work in a fast-paced, team environment; communicate effectively both orally and in writing; be accurate and attentive to detail; compose correspondence independently; and organize work, set priorities, and meet critical deadlines. A minimum of three years general experience in criminal law and three years paralegal experience or education in a legal or paralegal curriculum is highly desirable. Knowledge of the federal court system and criminal process is essential. Fluent in Spanish a plus.

SALARY AND BENEFITS: Position is full-time permanent with federal salary and benefits. Entry level JS-11 (\$60,508) with promotion potential to JS-14 (\$101,912). Salary depends on qualifications and experience and is subject to mandatory direct deposit of net pay. Employees of the Federal Defender are members of the judicial branch of government. They are considered at will and are not covered by the Civil Service Reform Act. Selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY: Interested candidates should submit a letter of interest and resume to:

Federal Public Defender's Office
Attention: Paralegal
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

Position opened until filled. Priority will be given to applications received by April 21, 2017.