POSITION ANNOUNCEMENT

Paralegal
Office of the Federal Public Defender
District of New Jersey – Trenton


Requirements. Bachelor’s Degree is required. Applicants shall possess either (1) a minimum of three years general paralegal experience, including significant litigation support, or (2) a law or other advanced degree. Successful candidates must have excellent technological and organizational skills. Proficiency in CaseMap, Summation, Concordance, Trial Director and Sanction software programs or equivalent trial presentation and database management software is preferred. Employment is subject to a satisfactory background investigation including an FBI fingerprint check.

Duties. The Paralegal performs legal research, assists in all aspects of case preparation, at hearings and at trial; coordinates testimony; compiles and maintains digest and indexes of substantive information; maintains banks of motions, briefs and jury instructions; drafts legal documents, briefs and correspondence; assists attorneys with client contact, including jail visits to inform clients of case status, court appearances, and other matters; and performs all other duties as assigned. The full position qualifications statement and position description are available in this office.

How to Apply. Qualified persons may apply by forwarding a letter of interest, and a resume to: Richard Coughlin, Federal Public Defender, District of New Jersey, 22 South Clinton Avenue, Station Plaza #4, 4th Floor, Trenton, New Jersey 08609. Electronic submissions will not be accepted. All applications must be received by April 10, 2015.

The Federal Public Defender is an equal-opportunity employer. Positions are subject to funding availability.