

FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT

PARALEGAL

The Federal Public Defender for the Northern District of California is accepting applications for the position of Paralegal, to be stationed in San Jose. The Federal Public Defender operates under the authority of the federal Criminal Justice Act, to provide federal criminal defense services by court appointment to individuals unable to afford counsel. A full description of the Defender's office and its work can be found at www.ndcalfpd.org.

Duties for this position include providing case management support on complex cases; assistance in the development and presentation of evidence in court proceedings; some field investigation; and litigation support at evidentiary hearings and trials.

Applicants must possess strong analytical abilities, with experience in the organization, review, analysis and presentation of complex cases or cases with extensive discovery. Computer experience is required, and proficiency in litigation support and case management software is strongly encouraged. Applicants should demonstrate good interpersonal skills as well as oral and written communication skills. Criminal defense work, federal court experience, and trial preparation experience is helpful but not required.

To qualify, the applicant should have a college degree and/or paralegal certificate and two years of paralegal or equivalent experience.

Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary.

Please submit a resume, writing sample, and three references to:

Barry J. Portman
Federal Public Defender
Federal Public Defender's Office
450 Golden Gate Ave., Suite 19-6884
San Francisco, CA 94102

Applications will be accepted through November 23, 2009.

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.