

**FEDERAL DEFENDER  
DISTRICT OF CONNECTICUT  
10 COLUMBUS BLVD FL 6  
HARTFORD, CT 06106-1976**

**THOMAS G. DENNIS  
FEDERAL DEFENDER**

**TEL: (860) 493-6260  
FAX: (860) 493-6269**

**JOB ANNOUNCEMENT  
PARALEGAL  
New Haven, Connecticut**

**Job Description** The Paralegal provides computer assisted legal research and writing services to the Defender and Assistant Defenders in support of their representation of indigent defendants in federal court; provides case management support, litigation support at evidentiary hearings and trials, assists with development and presentation of evidence in court proceedings, drafts pleadings and correspondence, organizes and analyzes discovery, develops and maintains research banks and assists with panel training.

**Qualifications and Characteristics** To qualify, an applicant must be a high school graduate or higher with three years of general experience and three years of specialized experience, who has excellent writing, organizational and analytical skills, and a high degree of computer literacy – including proficiency in WordPerfect and computer assisted legal research. Prior criminal defense work, federal court experience, and trial preparation experience is preferred.

The successful candidate will have excellent interpersonal communication skills; ability to prioritize, work independently and cooperatively; and commit to the principle of equal access to justice. Spanish language ability a plus.

**Hours, salary and benefits** Full time, Monday - Friday, 8:30 a.m. to 5:00 p.m. Salary DOE; position carries full federal benefits.

**Application Process and Deadline** Send resume and cover letter on or before December 4, 2009, to:

Thomas G. Dennis  
Federal Defender  
10 Columbus Blvd, FL 6  
Hartford, CT 061006-1976  
or via e-mail to [Annette.Wiggins@fd.org](mailto:Annette.Wiggins@fd.org)

Current and future positions may be filled from this vacancy announcement.

Equal opportunity employer. Women and minorities are encouraged to apply. This position is subject to the mandatory electronic funds transfer (direct deposit) for payment of salary. No telephone calls, please.