

FEDERAL PUBLIC DEFENDER
Northern and Southern Districts of Iowa

POSITION ANNOUNCEMENT 1604
PARALEGAL

The Federal Public Defender for the Northern and Southern Districts of Iowa is seeking applicants for a Paralegal to be stationed in the Des Moines office. More than one hire may be made from this position announcement. The Federal Public Defender, a branch of the United States Courts, operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

JOB DESCRIPTION: The Paralegal provides support services to staff attorneys. Duties of the Paralegal include all aspects of case preparation and file management; gathering, organizing, summarizing and indexing of electronic and paper documents and discovery material; assisting with client contact; assisting attorneys at hearings and trials; and litigation support services using advanced software programs. This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communications skills. Applicants must be flexible and willing to assist attorneys in crisis situations and also work with the attorneys in all aspects of case presentations and correspondence.

REQUIREMENTS AND QUALIFICATIONS: To qualify for the position of Paralegal, a person must be a high school graduate or the equivalent and must have a minimum of three years general and three years specialized experience. Some higher education may be substituted for general experience. Must have a working knowledge of law office operations, legal practices, methods and techniques. Must possess an understanding of paralegal and secretarial duties in a legal environment. Travel to court locations and detention facilities throughout Iowa required. Applicant must be a U.S. citizen or eligible to work in the United States.

SELECTION CRITERIA: The successful applicant will have a working knowledge of law office operations, legal practices, methods and techniques, an understanding of paralegal duties in a legal environment, and an understanding of criminal law, procedure and evidence. Preference will be given to applicants with criminal paralegal and litigation support experience, and a college degree or certification in paralegal studies.

SALARY: Federal Defender salary plan grades 11 - 14. Salary payable only by Electronic Funds Transfer.

BACKGROUND CHECKS: The selected candidate will be subject to a background check or investigation as a condition of employment. Employment will be considered provisional until a satisfactory background check and favorable suitability determination is confirmed.

APPLICATION PROCESS: Electronically submit resume and cover letter by July 18, 2016 to Denise_Fest@fd.org. The email subject line must read: *Des Moines paralegal 1604*. Preference will be given to applications received by July 18, 2016, however position open until filled. Only applicants considered for an interview will be contacted. No telephone calls please.

The Federal Public Defender is an Equal Employment Opportunity Employer.