

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
321 EAST 2nd STREET
LOS ANGELES, CALIFORNIA 90012-4202

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Vacancy Announcement

Position: Trial Paralegal
Location: Santa Ana, CA
Deadline: May 25, 2018

The Federal Public Defender's Office for the Central District of California is accepting applications for a full-time paralegal position in its trial unit stationed in Santa Ana, CA. The trial unit is committed to the pursuit of justice by aggressively advocating in federal court for the constitutional rights and inherent dignity of individuals who are accused or convicted of crimes and cannot afford their own lawyer.

Job Duties: Trial paralegals provide a full range of paralegal services to trial attorneys in all types of federal matters, including pre-indictment cases, trials, appeals, and habeas cases. General areas of responsibility include: assisting attorneys in all aspects of case preparation including trial and/or sentencing hearings; reviewing, analyzing, coding, and organizing multi-faceted discovery; assisting attorneys and clients with all matters relating to bail; assisting with material witness matters; notarizing documents; and maintaining communication with other federal agencies.

Requirements: An ABA certified paralegal certificate and five (5) or more years of paralegal experience is preferred. Criminal defense experience is preferred. Proficient in Microsoft Office Suite and Adobe Acrobat. Experience with online research databases (i.e., Westlaw, LexisNexis). Must have experience in legal document management databases (i.e., Excel, dtSearch, CaseMap and similar databases). A notary license is preferred. Applicant must be willing to travel to various locations to complete required tasks.

Applicants must have United States citizenship or be authorized to work in the United States. A background investigation is required as a condition of employment.

Selection Criteria: Candidates **must** have a demonstrated commitment to indigent criminal defense and/or public interest law; have excellent oral and written communication skills; have strong legal research and writing skills; have strong organizational and analytical skills; be able to work independently, be flexible, and take initiative; and work well in teams.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

How to Apply: Apply by emailing a letter of interest, résumé, a representative writing sample, and three references in a single PDF document to Hilary Potashner, Federal Public Defender, at Employment@fpdcdca.org with the subject line: TRIAL PARALEGAL APPLICATION. All application materials must be received by May 25, 2018. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

The Federal Public Defender's Office for the Central District of California is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.