



EDSON A. BOSTIC
FEDERAL PUBLIC DEFENDER

POSITION ANNOUNCEMENT

Paralegal

The Office of the Federal Public Defender for the District of Delaware is accepting applications for a full-time paralegal. The office operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters by appointment from the court.

Job Description: The paralegal will provide support to two or more Assistant Federal Public Defenders. Duties include, but are not limited to: assisting in all aspects of case preparation and file management; locating, reviewing, organizing, summarizing, and indexing electronic and paper discovery, documents, and records; transcription; analyzing legal documents; legal research; preparing and proofreading letters and legal pleadings; coding and database entry; assisting with client and family contact; electronic filing and management; assisting attorneys at hearings and trials; maintaining attorney calendars; and general office duties, such as receiving and directing calls, daily court runs, and processing mail.

Requirements: Applicants must be a high school graduate or equivalent, and have at least three years of general experience and three years of specialized experience as a legal assistant or paralegal. Some higher education may be substituted for specialized experience. Criminal defense experience is preferred, but applicants must have at least a working knowledge of the criminal justice system and legal terminology.

Computer literacy and proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat is required. Experience in the use of Westlaw, Lexis, Trial Director, CaseMap, Summation, dtSearch, and video conversion software is ideal. The ability to speak, read, and write Spanish is preferred, but not required.

Selection Criteria: Successful applicants must: demonstrate an interest in indigent defense or criminal justice; be team-oriented and able to work within time-sensitive deadlines; have excellent oral and written communication and interpersonal skills; be highly organized and able to prioritize; have strong analytical and proofreading skills; be able to work independently and cooperatively; have a proven work ethic and reputation for personal and professional integrity; and possess initiative, attention to detail, and the ability to adhere to confidentiality.

Salary and Benefits: This is a full-time, at-will position, and subject to the availability of funding. Salary is commensurate with experience and qualifications, and payable only by direct deposit. Benefits include health and life insurance, paid leave and holidays, and a Thrift Savings Plan. For more information on judiciary benefits, see <https://www.uscourts.gov/careers/benefits>.

Background Check: The selected candidate will be subject to a fingerprint check and background investigation. Employment will be provisional and contingent upon satisfactory completion of the required investigation.

How to Apply: Qualified persons may apply by emailing a letter of interest, resume, and three references in a single PDF document to:

Edson Bostic
Federal Public Defender
Email address: defpd@fd.org
Subject line: Paralegal Application

Applications will be accepted on a rolling basis until the position is filled. **Priority consideration will be given to applications received by September 13, 2019.** Only those selected for an interview will be contacted.

The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls or email inquiries.

The Federal Public Defender is an equal opportunity employer.