

# Federal Community Defender of Eastern District of Michigan

613 Abbott Street, Suite 500  
Detroit, Michigan 48226

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## NOTICE OF AVAILABLE POSITIONS Senior Legal Assistant/Paralegal (Full-Time and Part-Time)

The Federal Community Defender of Eastern District of Michigan (FCDEDM) is now accepting applications for one (1) full-time and one (1) part-time **Senior Legal Assistant/Paralegal** position at our Detroit Office. The FCDEDM provides court-appointed representation to indigent defendants unable to afford counsel in the U.S. District Courts for the Eastern District of Michigan in Detroit, Ann Arbor, Flint, Bay City and Port Huron, Michigan.

**JOB DESCRIPTION:** The **Senior Legal Assistant/ Paralegal** provides legal secretarial, clerical and litigation support for one or more Assistant Defenders. Responsibilities include, but are not limited to, drafting, typing and electronic filing of legal pleadings and correspondence; maintaining attorney calendars and case files, photocopying; assisting attorneys with all aspects of case preparation and file management, imaging and OCRing of paper documents; creating case management and trial presentation databases; organization and electronic management of discovery, evidence and exhibits in preparation for trial; communication with clients, court personnel, and various federal agencies; coordinating witnesses and service of subpoenas; assisting attorneys at hearings and trial with courtroom presentations by setting up and operating litigation software. Responsibilities also include assistance with receptionist duties and all other duties as assigned.

**JOB REQUIREMENTS:** High school graduate or equivalent, with a minimum of six years secretarial and/or paralegal experience, preferably in a law office. Candidate should possess knowledge of legal terminology, familiarity with court procedures and document formats (preferably federal); excellent writing and oral communication skills; advanced proficiency in Microsoft Office (Word, PowerPoint, Excel, etc.) and Adobe Acrobat. Must have ability to multi-task, type accurately at 70 wpm, and work well under pressure in a team environment. Knowledge of computerized databases (LexisNexis, Westlaw) and various organizational programs (CaseMap, Summation, TrialDirector) helpful. Must be a self-starter, flexible and dependable.

**SALARY:** Commensurate with experience and qualifications.

Please forward a resume and cover letter stating preference for full-time or part-time position via email to [mie\\_employment@fd.org](mailto:mie_employment@fd.org) or by mail to: Federal Community Defender, Attn: Legal Assistant/Paralegal, 613 Abbott Street, Suite 500, Detroit, MI 48226. Positions open until filled. No phone calls. Position vacancies contingent upon final approval and funding by the Administrative Office of the U.S. Courts. We are an Equal Opportunity Employer. Only applicants selected for an interview will be contacted.