



## OFFICE OF THE FEDERAL PUBLIC DEFENDER

Western District of Arkansas

**Federal Defender, Bruce D. Eddy**

Announcement No: 2024 – 01

February 20, 2024

Position Title: Assistant Paralegal

Full-Time

Location: El Dorado, Arkansas

<http://arw.fd.org>

Salary Range: Grade 9 - \$59,966 - \$77,955

Closing Date: Until filled

*The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The Western District of Arkansas represents indigent persons charged in alleged criminal offenses in the U. S. District Court and the Eighth Circuit Court of Appeals.*

### **POSITION OVERVIEW**

The Assistant Paralegal provides support services to staff attorneys and their clients. Reports to supervising paralegal.

### **PRIMARY JOB DUTIES**

- Case preparation and file management: gathering, organizing, summarizing, and indexing of electronic and paper documents.
- Edit and proofread initial drafts of motions and briefs, utilizing knowledge of legal terminology.
- Assist in case management functions and control systems such as conflict checking, calendar and docket control and entering case information in Defender Data; ensure completeness and accuracy of these case control tools.
- Assist in preparation and filing of pleadings, motions and briefs, correspondence, and memoranda.
- Assist with client contact; inform clients of case status, court appearances, and answer general inquiries according to office policy.
- Litigation support services using advanced software programs.
- Arrange and maintain court and attorney calendars including the office calendar.
- Notify Assistance Federal Public Defenders of new court appointments
- Arrange meetings or telephone calls between attorneys and clients.
- Receive incoming telephone calls and mail.
- May assist with CJA panel training as required.
- May Assist attorneys at hearings and trials.
- Perform all other duties as assigned.

### **QUALIFICATIONS**

- Must be a high school graduate or equivalent and have a minimum of three years of general office experience with preference to at least two years of specialized legal assistant experience.
- A background check for high-sensitive information.
- Candidates must possess good communication skills, initiative, and have a demonstrated work history of dependability, responsibility, and the ability to be a team player.

## **REQUIREMENTS**

### **General Experience**

- A general understanding of the methods and skills required for accomplishing the tasks outlined in the *Primary Job Duties* section above.
- A general understanding of office confidentiality issues, such as attorney/client privilege.
- The ability to read, analyze and interpret common technical journals and legal documents.
- The ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- The ability to analyze and apply relevant policies and procedures to office operations.
- The ability to exercise good judgment in a mature and diplomatic manner.
- The ability to communicate orally and in writing.
- A general knowledge of office practices and legal processes.
- The ability to recognize and analyze problems and recommend practical solutions.
- Basic computer software skills, including Microsoft Word
- Time management, organization, and attention to detail.
- The ability to work independently and cooperatively.

### **Specialized Experience**

- A working knowledge of law office operations, legal practices, methods and techniques, mental health issues, and criminal legal system.
- An understanding of paralegal and secretarial duties in a legal environment.
- Skill and judgment in the analysis of assignments.
- An understanding of criminal law, criminal procedure, and evidence.
- Experience as a paralegal performing progressively responsible tasks.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described are representative of those required for an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to sit and talk or hear. The individual frequently is required to use hands to touch, handle, or feel. The individual is frequently required to stand, walk, and reach with hands and arms. The individual must occasionally lift and/or move up to 25 pounds.

Occasional travel to divisions within the Western District of Arkansas, as well as out of state travel for training purposes.

## **SALARY AND BENEFITS**

This is a full-time position with federal salary based upon qualifications and experience. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

## **HOW TO APPLY**

Qualified persons may apply by submitting a letter of interest, resume, and three (3) professional references in PDF format to:

Anna Adams, Administrative Officer  
anna\_adams@fd.org using the subject line "2024-01 Assistant Paralegal."

**NO PHONE CALLS, PLEASE.**

*The Federal Public Defender is an equal opportunity employer.*

*All encouraged to apply*