

**FEDERAL DEFENDERS
MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.**

817 S. COURT STREET
MONTGOMERY, AL 36104
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CHRISTINE A. FREEMAN
Executive Director

POSITION ANNOUNCEMENT
Assistant Paralegal

The Middle District of Alabama Federal Defender Program, Inc. is accepting applications for a ***FULL-TIME ASSISTANT PARALEGAL*** to provide paralegal support services to staff attorneys and other staff in providing representation to indigent persons in criminal and post-conviction cases in federal court.

General duties include assisting with case preparation and file management; maintaining internal dockets or calendars; requesting and obtaining a variety of client-related records and documents; and maintaining index logs of the status of records requests. Other duties include: organizing and indexing records requests; calendaring applicable dates and deadlines; notify investigators and other staff and clients of court dates and appointments; and all steps necessary to procure client records and requested documents.

Applicants must have a high school diploma or equivalent, a minimum of two years general experience and one year specialized experience which provides a working knowledge of and proficiency in all duties; writing skills and proficiency in computer skills; a general understanding of office confidentiality; good judgment; the ability to communicate effectively with assigned attorneys, other staff, clients, court personnel and the public; and excellent organizational skills. Experience as a legal assistant or paralegal, experience in criminal defense, and an interest and commitment to indigent defense is preferred.

To apply for this position, send a letter describing your interest in the position, and enclosing a resume and references to: Christine A. Freeman, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, AL 36104. Faxed applications are also acceptable. Fax to 334 834-0353. Do not telephone regarding the position.

Salary for this position depends on experience. This program offers excellent benefits.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of age, gender, race, national origin, ethnicity, sexual orientation, English as a second language, religion or disability.

This announcement relates to a present position. The hiring period remains open until the position is filled.