

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

ASSISTANT PARALEGAL OPENING – SAN DIEGO OFFICE

The Federal Defenders of San Diego, Inc., (FSDSI) is accepting applications for the position of a full-time Assistant Paralegal. FSDSI is the community defender organization for the Southern District of California (San Diego and Imperial Counties). FSDSI operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. FSDSI is a private, non-profit corporation and not civil service or federal employers.

POSITION REQUIREMENTS:

Applicant must be a high school graduate or equivalent, with a minimum of three years general experience and two years specialized experience. Appellate and criminal law experience with proficiency in e-filing procedures in the federal court system and Ninth Circuit Court of Appeals. Computer literacy and proficiency in Word required. Applicants must be organized, dependable, detail oriented, have the ability to handle multiple tasks and work well under pressure. *Spanish-speaker not required but preferred.*

DESCRIPTION OF DUTIES:

Provide support services to two or more staff attorneys. Duties include, but are not limited to, preparing legal documents and correspondence using Word, proofreading and editing, receiving and directing calls, transcription, maintenance of case files, organizing and indexing discovery. Verifying citations and Shepardizing legal documents using LMO and Drafting Assistant. Maintaining internal calendars, and communications with clients, court personnel and the public. Locating and retrieving documents, information and records from Pacer and other sources.

SALARY:

Full-time permanent position in the San Diego Office. Salary based upon experience and qualifications in accord with administrative guidelines. Benefits provided.

HOW TO APPLY: Qualified persons may apply by sending a letter of interest and resume to:

Marie Acuna, Administrative Assistant
Federal Defenders of San Diego, Inc.
225 Broadway, Suite 900
San Diego, CA 92101-5008
E-mail: Marie_Acuna@fd.org.

Position announced October 2017 and open until filled.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. *No phone calls please.*