Federal Defenders of San Diego, Inc., (FDSDI) has an opening for a full-time Assistant Paralegal position in our San Diego office. FDSDI is the Community Defender Organization for the Southern District of California (San Diego and Imperial Counties). FDSDI operates under authority of 18 U.S.C. § 3006A(g)(2)(B) to provide federal criminal defense services by court appointment to individuals unable to afford counsel. FDSDI is a private, non-profit corporation and not civil service or a federal employer. A large part of the case load involves immigration-related offenses, drugs, fraud, bank robbery, forgery and internet-related crimes.

Job Description: 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. Assistants must be able to verify citations and Shepardize legal documents using Lexis for Microsoft Office and Drafting Assistant. Assistants also maintain internal calendars and communications with clients, court personnel, and the public. Assistants will locate and retrieve documents, information, and records from Pacer and other sources.

Requirements and Qualifications: Applicant must be a high school graduate or equivalent, with a minimum of three years general experience in a law firm and two years specialized experience as a legal assistant/paralegal. Appellate and criminal law experience with proficiency in e-filing procedures in the federal court system and Ninth Circuit Court of Appeals is a plus. Computer literacy and proficiency in Word are required. The ability to speak, read, and write Spanish is preferred.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected laws.

Salary and Benefits – Salary will be commensurate with experience. The position includes employee benefits (e.g., health insurance, life insurance, 401k plan). Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at-will and subject to the availability of funds. Employment is subject to a satisfactory background investigation. All education, experience, training, and certifications will be verified.

How to Apply- Qualified persons may apply by sending a letter of interest, resume and three references: Marie Acuna, Administrative Assistant, Marie_Acuna@fd.org.

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Position Open until filled.