

FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF CALIFORNIA
Jodi Linker, Federal Public Defender
www.ndcalfpd.org

**POSITION ANNOUNCEMENT
ASSISTANT PARALEGAL & TELECONFERENCE COORDINATOR**

The Federal Public Defender, Northern District of California is accepting applications for the position of Assistant Paralegal.

The Office of the Federal Public Defender for the Northern District of California is dedicated to fiercely advocating for and protecting the rights of indigent individuals. Our mission is to uphold the principle of equal justice for all, as mandated by the Criminal Justice Act, U.S.C. § 3006A. We offer legal representation to financially disadvantaged individuals facing federal criminal charges or investigations, ensuring they receive fair and competent legal counsel. More information about the office may be found at www.ndcalfpd.org.

The office is seeking a dedicated and detail-oriented Assistant Paralegal to support our legal teams in providing representation of indigent clients in federal criminal proceedings. This role is instrumental in ensuring the efficient and effective operation of our defense efforts, contributing to our mission of upholding the constitutional right to counsel. The Assistant paralegal will directly assist attorneys in the office in the management of cases, filing of District Court pleadings and Ninth Circuit briefs, and will help manage and organize discovery proceedings.

This individual will have a designated duty station of San Jose but will also provide support to AFD's or CJA attorneys in each of the three offices of the Federal Public Defender, Northern District of California. Occasional travel to the San Francisco, San Jose, or Oakland offices may be necessary. Travel will be reimbursed.

The position requires physical activity; applicants must be able to lift and file banker's boxes of legal files and move boxes of case files or supplies. This position may occasionally require an alternate workweek schedule based on the needs of the teleconference coordination duties.

Key responsibilities for this role include (But not limited to):

- **Legal Research and Writing:** Conduct comprehensive legal research and draft legal documents, memos, and correspondence under the supervision of paralegals and attorneys.
- **Case Management:** Assist in the organization and management of case files, ensuring all necessary materials are accurately maintained and readily accessible.
- **Document Preparation:** Prepare and file court documents, adhering to strict deadlines and procedural requirements, specifically the filing of District Court pleadings and Ninth Circuit briefs.

- **Client Interaction and Attorney Support:** Facilitate communication with clients, providing updates and gathering information as needed, while maintaining professionalism and confidentiality. This role will be supporting all attorneys in the Northern District of California with clients at the jail, communicating with technical deputies at the jail, collaborating with the court responsible for managing phone conferences to facilitate communication between attorneys and their clients.
- **Evidence Collection and Data Gathering:** Support the legal team in collecting, analyzing, and organizing discovery materials.
- **Trial Preparation:** Assist in trial preparation activities as directed by paralegal and attorney.
- **Administrative Support:** Perform administrative duties such reception assistance, answering phones, managing email correspondence to ensure the smooth operation of the office, draft and submit funding requests on behalf of supported attorneys, assist in travel arrangements and in scheduling visits for incarcerated clients, and procurement of the assistance of interpreters for attorneys and legal staff. This position also requires real-time troubleshooting with attorneys and Jail staff, which will require the individual to be on-call as needed throughout the week.
- **Teleconference Coordination:** Provide essential support by facilitating contact for in-custody clients via phone and videoconference connection. The individual's primary duties include, but are not limited to, preparation and maintenance of the daily Acuity videoconference schedule, communication between attorneys and the jail, and problem-solving when necessary, throughout the week. They will be supporting all attorneys in the Northern District of California with clients at the jail, communicating with technical deputies at the jail, and they will work with the court which handles phone conferences in getting attorneys in contact with their clients.

Qualifications:

Candidates must have the following -

- High-school diploma; College degree preferred; Relevant experience may be substitute for education.
- Demonstrated expertise and proficiency with MS Office Suite (Word and Excel), Adobe Acrobat or any other PDF applications, as well as legal databases.
- Excellent research, writing, and communication skills.
- Strong organizational abilities and attention to detail.
- Ability to work under pressure and meet tight deadlines.
- High level of discretion and professional ethics.

Additional Details:

Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary. Benefits are provided. More information on benefits for federal judiciary employees may be found here: <http://www.uscourts.gov/careers/benefits>.

This position may be subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon satisfactory completion of the required investigation.

Non-Citizen Applicants: Under federal law, non-citizens may be interviewed and considered for employment in the Office of the Federal Public Defender. Employment offers, however, can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or a lawful permanent resident who is seeking U.S. citizenship as described here:

<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

This is a great opportunity to be part of a dedicated team committed to providing high-quality legal defense and upholding the principles of justice and equality. Competitive salary and benefits package, including opportunities for professional development and growth within the Federal Public Defender's System.

The Application Process

To apply, please fill out the application form here:

<https://ndcafd.knack.com/applications#staff-position/>

In addition to the biographical information requested at this application site, please prepare and upload a .pdf application packet. This packet should include the following:

- A plain face sheet, containing only your last name, first name, and employer or employment status. This should be centered on the page and in size 40 font;
- A cover letter;
- Your resume;
- A writing sample that demonstrates your own, original work.
- Three references (references will not be contacted until the applicant is advised).

Please email the following materials to Tet Salva at tet_salva@fd.org in a single .pdf file format:

Applications will not be accepted by mail or fax. ***Accurate compliance with these application instructions is a factor expressly considered in the evaluation of the application.***

Applicants will only be contacted if selected for an interview. The position will remain open until filled by the Federal Public Defender.

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.

We are committed to fostering a diverse and inclusive work environment. We believe in supporting people to do their best work and thrive as we build a diverse, equitable, and inclusive practice. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, age, sex, national origin, disability status, genetics, sexual orientation, protected veteran status, gender identity or expression, or any other characteristic protected by law.