ASSISTANT PARALEGAL – SAN DIEGO OFFICE

The Federal Defenders of San Diego, Inc., (FDSDI) is accepting applications for the position of a full-time Assistant Paralegal. FDSDI is the community defender organization for the Southern District of California (San Diego and Imperial Counties). FDSDI 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. FDSDI is a private, non-profit corporation and not civil service or federal employers.

DESCRIPTION OF DUTIES: Provide support services to three 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.

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 and with others. Spanish speaker not required but preferred.

SALARY/BENEFITS: The starting salary for the Assistant Paralegal will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP 5, Step 1, to JSP 9, Step 1, and currently yielding $39,468 to $59,802 per annum. The position includes employee benefits such as health and life insurance, 401k. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at-will and are 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 and resume to: Sandra Riley, Supervisory Administrative Assistant, Federal Defenders of San Diego, Inc., 225 Broadway, Suite 900, San Diego, CA 92101-5008; E-mail: sandra_riley@fd.org. No phone calls please.

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 communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.