POSITION ANNOUNCEMENT
PARALEGAL – DENVER, COLORADO


Job Description and Duties: This unique position will serve multiple administrative operations of the office. Duties include, but are not limited to: case data collection, research and analysis, preparation of statistical summaries, comparative reports, projections, and other duties as assigned. Prompt and professional communications with office colleagues, clients, the court, and the community are essential.

Requirements and Qualifications: Applicants must hold a high school diploma or equivalent with a minimum of three years of general experience and two years of specialized experience. Advanced knowledge of Excel 2013 and Word 2013 is required. Proficiency with CM/ECF, PACER, and electronic case filing is preferred. Applicants must possess strong technology skills, and must be eager to learn and master new software. The successful candidate must be team-oriented and able to work within time-sensitive deadlines. Strong analytic and proofreading skills, a proven work ethic, and adherence to confidentiality standards are essential.

Salary and Benefits: Federal salary for this position will be based on the Judicial Salary Plan and is commensurate with experience. Direct deposit of pay is required. Benefits are provided. Judiciary benefit details can be found at http://www.uscourts.gov/careers/benefits.

This position is 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: Employment offers to non-citizens 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 an offer of employment cannot be made unless the non-citizen candidate is a lawful permanent resident seeking citizenship as described here: https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary.

How to Apply: Applications should include a cover letter and resume to the attention of: Kim W. Bechard, Administrative Officer. Submit applications in .pdf format by email to: employment@cofpd.org.

Interviews will be conducted in person. Cost of travel must be incurred by the applicant. This position is subject to the availability of funds. Posted July 29, 2019 - open until filled.

The Federal Public Defender is an equal opportunity employer.