

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
DISTRICT OF MARYLAND**

NORTHERN DIVISION
TOWER II, 9th FLOOR
100 SOUTH CHARLES STREET
BALTIMORE, MARYLAND 21201-2705
TEL: (410) 962-3962
FAX: (410) 962-3976

Paralegal

The Office of the Federal Public Defender for the District of Maryland seeks an experienced, topnotch paralegal for the Greenbelt office. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006(A), and provides criminal defense services to individuals charged with federal crimes.

The Paralegal will be responsible for information management, involving document review and data encoding and entry into litigation support software. Other duties include performing factual research; locating, collecting, compiling, and summarizing gathered information including court, social, medical, and legal records; preparing for evidentiary hearings by organizing, coding and summarizing information and documents; preparing witness and document lists; maintaining case files and databases; operating electronic document management system. **Frequent local travel to our Baltimore office is expected.** Applicants shall possess excellent research skills, including knowledge of a variety of computerized databases. Ability to work with minimal supervision, appreciation for teamwork and sensitivity to client confidentiality are essential. A college degree and/or paralegal certificate is preferred.

Starting salary commensurate with experience. Please send a resume with cover letter, writing sample and references to: Jim Wyda, Federal Public Defender, Office of the Federal Public Defender, 100 S. Charles Street, 9th Floor, Tower II, Baltimore, Maryland 21201, or via email to Sandra.fleming@fd.org. Position open until **April 15, 2024**. Position subject to funding. No telephone calls.

The Office of the Federal Public Defender seeks to hire employees from diverse backgrounds and perspectives that are reflective of our clients and the communities we serve, including people with disabilities, people of color, women, LGBTQ candidates, and members of traditionally underrepresented groups.

The Office of the Federal Public Defender is an Equal Opportunity Employer and follows the Employee Dispute Resolution Plan of the United States Court of Appeals for the Fourth Circuit. The successful candidate will be subject to a mandatory background check, including an FBI name and fingerprint check.