

The Federal Defender Program, Inc., (hereinafter "FDP") is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. We are not a government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia, as well as representing state death sentenced clients in habeas corpus proceedings. The Northern District encompasses Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

TITLE: Trial Unit Assistant Paralegal

APPLICATION DEADLINE: Open Until Filled

SALARY:

Based on experience and in accordance with guidelines issued by the Office of Defender Services - Range of \$35,070 to \$53,137.

POSITION REQUIREMENTS:

Candidates must have a bachelor's degree to be considered. Candidates must be able to prepare clear and concise written and oral reports in addition to having strong research, analytical and interpersonal skills. Computer literacy and experience with Word is required and some familiarity with Summation, CaseMap, Adobe Acrobat, Microsoft Access and Microsoft Excel is preferred. Candidates must also be self-starters, dependable, organized, enterprising and able to work independently and well under the pressure of deadlines. Attention to detail and multi-tasking abilities are essential.

DESCRIPTION OF DUTIES:

Provide assistance in the representation of federally charged indigent clients in federal court proceedings. Duties include, but are not limited to, litigation support (both in and out of court), case preparation, maintenance of files, organizing and indexing discovery, evidence and exhibits.

HOW TO APPLY:

Send letter of interest and resume with 3 references and salary history to:

Trial Unit Assistant Paralegal Position
Federal Defender Program, Inc.
101 Marietta Street, N.W.
Centennial Tower - Suite 1500
Atlanta, Georgia 30303

No Phone calls, emails or faxed resumes will be accepted regarding this position.

Current and future positions may be filled from this vacancy announcement.

The Federal Defender Program, Inc., is an Equal Opportunity Employer.

Position contingent upon future funding.

Only those applicants granted an interview will be contacted.