

FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA

POSITION ANNOUNCEMENT

Paralegal

The Federal Public Defender, District of Nevada is now accepting applications for a Paralegal position in the Non-Capital Habeas Unit. This is a full-time position based in Las Vegas. Salary is commensurate with experience and qualifications.

Applicants should have experience in the criminal justice field and possess good writing skills. Other duties include but are not limited to: gathering records; reviewing, organizing and managing voluminous case files; analyzing legal documents and preparing memoranda and legal pleadings; coding and database entry; and providing support to attorneys and other team members at all stages of the proceedings. Applicants should have a working knowledge of the criminal justice system and a personality that allows them to deal with many different types of individuals. Computer literacy is required. Familiarity with the document management program, *e.g.*, Summation, is a plus. Some travel is required.

A minimum of three years' experience is required. Possession of a related bachelor or associate degree is preferred. Applicants must also possess the necessary initiative, ingenuity, attention to detail, and judgment needed to perform the duties outlined. Excellent written and verbal communication skills are required.

Send resume with work references and writing sample to:

James Morgan
Personnel Administrator
Office of the Federal Public Defender
411 E. Bonneville, Suite 250
Las Vegas, NV 89101
James_Morgan@fd.org

Positions Open Until Filled. Priority consideration offered to those applicants who respond by Monday, January 28, 2019.

The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.