



**FEDERAL PUBLIC DEFENDER  
SOUTHERN DISTRICT OF ILLINOIS  
VACANCY ANNOUNCEMENT**



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**Position:** Paralegal

**Location:** East St. Louis, IL

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The Office of the Federal Public Defender for the Southern District of Illinois is accepting applications for a paralegal position. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters to individuals unable to afford counsel.

**Requirements:** To qualify for the position, applicant should have a college degree and/or paralegal certificate and three years of paralegal or equivalent experience. A working knowledge of law, legal procedure and the court system is required. The applicant must possess good judgement and analytical skills, initiative, resourcefulness, tact, and personal integrity. Must be team-oriented and able to work within time-sensitive deadlines. Appointment is subject to a satisfactory background investigation.

**Duties:** The Paralegal will provide full-time paralegal services including all aspects of case preparation and file management. Maintaining attorney calendars, and general office duties, such as receiving and directing calls, daily court runs, and processing mail. Duties may also include some field investigation, assisting in the development and presentation of evidence in court proceedings, and litigation support at evidentiary hearings and trials.

**Salary and Benefits:** By federal law, to be eligible, candidates must: be U.S. Citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be lawful permanent resident seeking citizenship.

This position is “at-will,” excepted service, and does not carry the tenure rights of the competitive Civil Service. Base salary of \$65,597. Salary is dependent on experience. Compensation also includes federal government employee benefits, paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

**How to Apply:** If you have a positive attitude, are attentive to detail, like a challenge, and want to be a part of an energetic criminal defense office, please e-mail a letter of interest, resume, [Form AO 78](#), and three references in .pdf format to the attention of: ILS\_HR@fd.org with the subject line: Paralegal. Open until filled. Only candidates in consideration for this position will be contacted.

*The Federal Public Defender’s Office for the Southern District of Illinois is an Equal Opportunity*

*Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.*