

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT **PARALEGAL – LITIGATION SUPPORT**

The Federal Defenders of San Diego, Inc., (FSDSI) has an opening for a full-time paralegal-litigation support position in our San Diego office. FSDSI is the Community Defender Organization for the Southern District of California (San Diego and Imperial Counties). FSDSI operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. FSDSI is a private, non-profit corporation and not civil service or federal employees.

Position Description – This position provides paralegal and litigation support services to litigation teams. Duties include, all aspects of trial preparation and discovery management; gathering, organizing, analyzing and summarizing discovery material; assisting with client contact; conducting electronic courtroom presentations for hearings or trials. Additionally, paralegals are expected to work with litigation teams to recommend and determine litigation support tools for the review, analysis, and presentation of case materials. This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively.

Qualifications – To qualify a person must be a high school graduate or equivalent and have at least three years of experience as a paralegal or related field. General experience and three years of specialized experience; some higher education may be substituted for specialized experience. Bachelor's degree preferred. High level of computer literacy required, including familiarity with a Windows platform and proficiency with Microsoft Office Suite and Adobe Acrobat. Expertise with document review and analysis in a litigation support platforms (e.g., CaseMap, Eclipse and Trial Director). The applicant must demonstrate the ability to handle multiple projects; exercise good judgment and have excellent communication skills.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

Salary and Benefits – The starting salary for the paralegal position will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP 11, Step 1, to JSP 14, Step 1, and currently yielding \$67,856 to \$114,286 per annum. The position does include employee benefits including health and life insurance, pension.

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□ EL CENTRO OFFICE • 1699 W. MAIN STREET, SUITE D • EL CENTRO, CA 92243 • T: 760.335.3510 • F: 760.335.3610

Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds. Employment is subject to a satisfactory background investigation. All education, experience, training and certifications will be verified.

How to Apply- Qualified persons may apply by sending a letter of interest, resume and three references in pdf format to: employment@fdsdi.com with subject line Paralegal-Litigation Support Position.

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Position Open until filled.