

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-litigation support services to staff attorneys. Duties of the paralegal-litigation support include, but are not limited to, all aspects of trial preparation and file management; gathering, organizing, summarizing and indexing of electronic and paper documents and discovery material; assisting with client contact; assisting attorneys at hearings and trials; and litigation support services using advanced software programs. This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communication skills. Applicants must be flexible and willing to assist attorneys in crisis situations and also work with the attorneys in all aspects of case presentations and correspondence.

Qualifications – To qualify a person must be a high school graduate or equivalent and have at least three years of experience as a paralegal. general experience and three years of specialized experience; some higher education may be substituted for specialized experience. Bachelor's degree preferred. Experience with personal-computers, advanced word processing, Word, Adobe Acrobat, Microsoft Excel, CaseMap, Westlaw and Lexis and law-office experience are required, preferably with a criminal defense firm. Advanced familiarity with PowerPoint, Trial Director, and Summation preferred. The applicant must demonstrate the ability to handle multiple projects; exercise good judgment and have good communication skills.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of fellows 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. 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**

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Position Announced: Open until filled.