



**FEDERAL PUBLIC DEFENDER OFFICE
DISTRICTS OF MASSACHUSETTS,
NEW HAMPSHIRE, AND RHODE ISLAND**

51 Sleeper Street, Fifth Floor
BOSTON, MASSACHUSETTS 02210

TELEPHONE: 617-223-8061
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POSITION ANNOUNCEMENT
PARALEGAL
January 2023

THE POSITION:

The Federal Public Defender Office for the Districts of Massachusetts, New Hampshire, and Rhode Island is hiring a Paralegal in the Boston, Massachusetts office. The successful applicant will be selected through a nation-wide search. All eligible paralegals interested in this position are encouraged to apply. More than one position may be fulfilled.

As a Paralegal, you will work collaboratively with a team of Assistant Federal Public Defenders, Investigators, Paralegals and Legal Assistants. Paralegals provide support services to staff attorneys. General duties include obtaining legal, medical, and educational records, assisting with case preparation and file management, managing, reviewing, and summarizing discovery, drafting legal correspondence, assisting attorneys at hearings, and trials, meeting with clients and their families, litigation support and preparing pleadings. This position is best suited for someone with experience with voluminous eDiscovery, including knowledge in the investigation of electronic storage and communications to uncover evidence of activities that can be used to support or discredit a criminal case. This position requires a basic knowledge of the operation of a computer, how files are stored on fixed and removable media, and how to use machine language commands to access a computer's hard drive. The paralegal should also be trained in the retrieval of information from smartphones and how to use the necessary tools to achieve case goals. Knowledge of investigating computer hard drives from deleted information, searching for emails on personal computers and servers, and tracing the paths of emails, files and documents are a plus. This position requires travel.

WHAT WE DO:

The Federal Public Defender Office is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court and federal habeas corpus review.

We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane outcomes by showing judges and prosecutors that we represent people, not criminals.

WHO WE ARE:

We are attorneys, legal assistants, paralegals, investigators, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent.

We value diversity and a commitment to equality, and we believe better legal representation occurs when members of the defense team have diverse backgrounds and experiences. In recruiting



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members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veterans, religion, disability, and economic status.

WHO YOU ARE:

In addition to exceptional paralegal skills, you have a minimum of 3 years of experience as a paralegal. You are a trusted, reliable, and efficient paralegal who is eager to partner with members of the defense team so the office can provide exceptional legal services. You multitask effectively, have exceptional organizational skills, and are eager to learn new systems. You are a capable user of technology and understand its utility. You see the problems, but also the solutions, and you harness creativity, dedication, curiosity, and persistence to overcome challenges. Your communication with others is based in empathy and compassion, and you thrive in a fast-paced environment. You have high standards and want people to be treated fairly and respectfully, no matter the allegation or circumstance.

REQUIRED EXPERIENCE:

High level of proficiency with Microsoft Word, PowerPoint, Microsoft Teams, Adobe Acrobat, iPro, dt search, eDiscovery review and organization software, Excel, and other technology to review, process, and organize large amounts of information with an emphasis on forensic discovery including basic operation various types of computers, and experience in how to retrieve information from smartphones and how to use the necessary tools to access a computer's hard drive.

Must have a degree or certificate from an accredited college or university in paralegal or forensic studies.

Must be a U.S. citizen or have a work authorization.

Experience working with diverse groups of people, such as economically disadvantaged people, people with emotional or mental health challenges, and those from disenfranchised communities.

The ability to multitask in a fast-paced environment.

The ability to write and speak clearly.

The ability to keep confidences and to protect relevant legal privileges.

The desire to work, as part of a team, for the benefit of those accused of committing federal crimes.

Must be able to travel.



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PREFERRED EXPERIENCE:

Experience in criminal defense or federal courts.

The ability to have strong computer and technological skills as listed above.

Considerable resourcefulness, initiative, creativity, and compassion.

Spanish fluency.

SALARY AND BENEFITS:

Starting salary for a paralegal will be commensurate with the experience and qualifications of the applicant, JSP-11/3 to JSP-14/3, currently yielding \$79,070.00 to \$133,174.00 per annum.

HOW TO APPLY:

Applicants must send an e-mail titled "Paralegal" with a single Adobe .pdf document which includes:

- A Cover Letter;
- A Resume.
- Form AO-78 (found at <https://www.uscourts.gov/sites/default/files/ao078.pdf>); and
- Send all items listed above to HRBoston@fd.org.

*No Calls Please. Applicants who apply without submitting all four documents will not be considered. Applications will be accepted until the position is filled. Priority consideration will be given to applications received by **January 27, 2023**. The selected candidate will be subject to a background check or investigations and subsequent favorable suitability determination for employment. We are an equal opportunity employer.