

Federal Public Defender Office
Western District of Michigan

Position Announcement
Paralegal – Marquette, MI Branch Office

The Federal Public Defender for the Western District of Michigan is accepting applications for the position of Paralegal for our Marquette, Michigan branch office. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006(A), and provides criminal defense services to individuals charged with federal crimes who cannot afford to hire a lawyer.

The Paralegal will provide full-time paralegal services including all aspects of case preparation and file management. 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.

To qualify, the 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. Applicants must possess good judgement and analytical skills, initiative, resourcefulness, tact and personal integrity.

Base salary of \$64,009. Salary is dependent on experience. Federal benefits. Background check is required. Please send a resume with cover letter and three references to:

Sharon Turek
Federal Public Defender
50 Louis NW, Ste. 300
Grand Rapids, MI 49503-2633

Applications accepted until January 31, 2021.

No telephone inquiries please.

The Federal Public Defender is an Equal Opportunity Employer.