

**TEMPORARY FULL-TIME PARALEGAL
(Not to Exceed 9 Months)**

The Federal Public Defender for the District of Hawaii is accepting applications for a Temporary Full-Time Paralegal.

Job Description: The Paralegal provides support services to staff attorneys. Duties of the Paralegal include, but are not limited to, all aspects of case 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.

Requirements and Qualifications: The candidate must be a high school graduate or equivalent, with at least three years of general experience and three years of specialized experience that is relevant to the above job description. Specialized experience need not be identical to the work outlined in the job description, but must have prepared the candidate to perform the work of a Paralegal. Bachelor's degree, paralegal certificate, and law office experience in a criminal defense firm are preferred, but not required. Some higher education may be substituted for experience. A qualified candidate will have excellent verbal and written communication skills, a very high level of computer proficiency, and the ability and willingness to evaluate complex facts.

The successful candidate must have a driver's license and reliable personal transportation, and will be subject to a background check as a condition of employment.

Salary and Benefits: This is a temporary (Not to Exceed 9 Months) full-time position with very limited federal benefits. Starting salary is based on qualifications and experience. Proof of United States citizenship or other employment eligibility required. Relocation costs will not be paid.

Please email **in PDF format** a letter of interest, resume, writing sample, and the names of three references who can be contacted to lynelle_oshita@fd.org or mail hard copies to:

Office of the Federal Public Defender
300 Ala Moana Boulevard, Suite 7-104
Honolulu, Hawaii 96850

**Position is Open until Filled
No telephone calls please**

*The Federal Public Defender for the District of Hawaii
is an Equal Opportunity Employer.*