

FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA

POSITION ANNOUNCEMENT

Trial Unit Paralegal

The Federal Public Defender – District of Nevada is now accepting applications for a Paralegal position in the Trial Unit. This is a full-time position based in Las Vegas, Nevada. Salary is commensurate with experience and qualifications.

Applicants should have experience in the criminal justice field and possess excellent writing skills. Other duties include but are not limited to: gathering records; reviewing, organizing and managing voluminous case files; preparing memoranda and legal pleadings; database entry; and providing support to attorneys and other team members at all stages of the trial proceedings. They should have a working knowledge of the criminal justice system and a personality that allows them to deal with many different types of individuals. Computer fluency is required. Familiarity with document management program, *e.g.*, CaseMap, Trial Director, Summation and Casepoint, is preferred. Some travel may be required.

A minimum of three years' experience or the equivalent is required. Possession of a related bachelor or associate degree is preferred. Must possess a valid driver's license and car insurance. Applicants must also possess the necessary initiative, ingenuity, attention to detail, and judgment needed to perform the duties outlined. Excellent written and verbal communication skills are required.

Send resume with work references and writing sample to:

**June Hauck
Administrative Officer
Office of the Federal Public Defender
411 E. Bonneville, Suite 250
Las Vegas, NV 89101
James_Morgan@fd.org**

**Positions Open Until Filled. Priority consideration to those applications who apply by
October 26, 2018**

The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.