

**FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF FLORIDA**

**POSITION ANNOUNCEMENT**

**Paralegal  
Tallahassee, FL**



Tallahassee, FL - Cascades Park

The Federal Public Defender for the Northern District of Florida is seeking a full time Paralegal in our Tallahassee office. The Federal Public Defender provides federal criminal defense services to individuals unable to afford counsel.

The Paralegal will be responsible for all aspects of case preparation and file management; drafting pleadings and correspondence; maintaining attorneys' calendars of court dates and filing deadlines; preparing appellate briefs to the appropriate courts; answering general telephone inquiries regarding attorneys' activities; reviewing outgoing documents for accuracy; performing conflict checks; and assigning panel attorneys to incoming conflict cases.



Tallahassee, FL – Lake Ella

Tallahassee is Florida's Capital City and home to the Florida State University Seminoles and the Florida A&M University Rattlers. Tallahassee has something for everyone, whether it be bike and nature trails, state parks, museums, college sports, and more. We are home to two of the largest literary and Shakespeare festivals in the south, as well as the historic Railroad Square District, a WWII-era industrial warehouse park turned art district. Tallahassee's unique location in the Florida Panhandle allows access to seafood festivals, holiday festivals, as well as caverns and natural springs. Aside from all its amenities, Tallahassee offers a quality of life that is not available in larger cities – the cost of living is 83% lower than San Francisco, 27% lower than Miami, and 58% lower than Washington, D.C., per the Forbes.com Cost of Living Calculator. Tallahassee affords a small town feel within a vibrant city.

Experience with Microsoft Word, Microsoft Excel and Adobe Acrobat, and excellent written and oral communication skills are necessary. Candidate must be highly motivated and detailed oriented.



### Tallahassee, FL – Collegetown

Applicants must possess a high school diploma or equivalent. Salary is commensurate with experience, qualifications and education based on the current Judiciary Salary Plan. Position includes federal benefits, with health and life insurance, retirement, and the Thrift Savings Plan. Position is subject to approval of funding. Applicant must be a United States citizen or eligible to work in the United States. Employment will require a favorable background check.

Qualified applicants should apply by forwarding in PDF format a short letter of interest, a resume, and three references to: [FLN\\_Resumes@fd.org](mailto:FLN_Resumes@fd.org). Position will remain open until filled. Applications will be reviewed on a continuing basis until the position is filled.

The Federal Public Defender is an equal opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age are encouraged to apply. Reasonable accommodations are available to applicants with disabilities.

Vacancy Announcement FY24-005