

FEDERAL PUBLIC DEFENDER
DISTRICT OF COLUMBIA
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WASHINGTON, DC 20004

A. J. KRAMER
Federal Public Defender

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PARALEGAL

Announcement FPD #22-003

(Position Subject to Funding Availability)

The Office of the Federal Public Defender for the District of Columbia is now accepting applications for a paralegal. The Office of the Federal Public Defender operates under the authority of the Criminal Justice Act, U.S.C., § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

The Paralegal will be responsible for performing legal research; assisting in case preparation; locating, collecting, compiling, and summarizing material from a wide variety of sources; maintaining case files and databases; and organizing and cataloging documents. The ability to clearly present complex and interrelated concepts and ideas in writing is required.

Experience in digitalized document management software, trial management software, and proficiency in database management will be particularly helpful. The applicant should possess legal research skills including a variety of computerized databases for use in complex cases.

Starting salary commensurate with experience, qualifications and education. Employees are considered at-will and are not covered by the Civil Service Reform Act. Submit a resume with a cover letter and three references to:

A. J. Kramer
Federal Public Defender
625 Indiana Avenue, NW
Suite 550
Washington, DC 20004

Applications must be postmarked or received by Friday, August 19, 2022

Emailed or faxed applications will not be accepted.

The Office of the Federal Public Defender is an equal opportunity employer. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment.

The selected candidate will be subject to a FBI fingerprint check as a condition of employment.