

# Federal Public Defender, Western District of Virginia

## Announcement VAW- Paralegal

---

### *Who We Are*

We work to keep people out of prison by adhering to our office's mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies. We practice holistic defense lawyering to protect our clients' rights and champion their humanity at every stage of the criminal case and beyond.

The Federal Public Defender for the Western District of Virginia seeks to attract and retain a high performing and diverse workforce to serve our clients. We foster an inclusive work environment that promotes commitment, flexibility, and fairness.

### *The Job*

We need a full-time Paralegal to fill a temporary appointment in our Charlottesville office. The appointment will not exceed one year and one day, unless additional funding becomes available for the position.

The paralegal will provide support to Assistant Federal Public Defenders in Charlottesville and may assist attorneys in our other offices. Duties include, but are not limited to: assisting in all aspects of case preparation and file management; locating, reviewing, organizing, summarizing, and indexing electronic and paper discovery, documents, and records; transcription; analyzing legal documents; legal research; preparing and proofreading letters and legal pleadings; coding and database entry; assisting with client and family contact; electronic filing and management; assisting attorneys at hearings and trials; maintaining attorney calendars; and general office duties, such as receiving and directing calls, daily court runs, and processing mail.

### *You Must*

- Be team-oriented and able to work within time-sensitive deadlines
- Have excellent oral and written communication and interpersonal skills
- Be highly organized and able to prioritize assignments
- Have strong analytical and proofreading skills
- Be able to work independently and cooperatively
- Have a proven work ethic and reputation for personal and professional integrity
- Possess initiative, attention to detail, and the ability to adhere to confidentiality
- Be a high school graduate or equivalent

Have at least three years of experience as a legal assistant or paralegal (higher education may be substituted for specialized experience)  
Have a working knowledge of the criminal justice system and legal terminology  
Be technologically savvy and proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat Professional  
Pass a background check

### *It Would Be Great If You*

Have experience working in a public defender or criminal defense office experience  
Are an experienced Westlaw, Lexis, Trial Director, CaseMap, Summation, dtSearch, and video conversion software user.  
Can speak, read, and write Spanish

### *Salary and Benefits*

This is a temporary, full-time, and at-will position subject to the availability of funding. Salary is commensurate with experience and qualifications, and payable only by direct deposit. Benefits include health and life insurance, paid leave and holidays, and a Thrift Savings Plan. For more information on judiciary benefits, see <https://www.uscourts.gov/careers/benefits>.

### *Apply Now*

Qualified persons may apply by emailing a letter of interest, resume, and three references in a single PDF document to:

Rhonda Bowman  
Administrative Officer  
Email address: Rhonda\_Bowman@fd.org  
Subject line: Paralegal Application

Applications will be accepted on a rolling basis until the position is filled. Priority consideration will be given to applications received by January 22, 2021. Only those selected for an interview will be contacted.

The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls or email inquiries.

**The Federal Public Defender for the Western District of Virginia is an equal opportunity employer.**