

Office of the
Federal Public Defender
District of Wyoming

Tracy Racicot Hucke, Federal Public Defender
David Weiss, First Assistant

POSITION ANNOUNCEMENT
Paralegal

The **Federal Public Defender (FPD)** for the District of Wyoming is accepting applications for the position of Paralegal. The District of Wyoming consists of two co-joined offices, located in Cheyenne and Casper Wyoming. Applications will be accepted for either location.

Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, nationality, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other statuses protected by law. [Click here](#) for more information.

The Federal Defender Organization operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel when prosecuted in federal court.

KEY RESPONSILITIES

A Federal Public Defender (FPD) Paralegal provides high-level legal and administrative support to Assistant Federal Defenders, playing a crucial role in defending individuals who cannot afford counsel. They work in a fast-paced environment, managing complex case files, conducting legal research, and assisting with all stages of litigation, including trials and hearings.

- **Case Management & Organization:** Maintaining electronic and physical case files, organizing voluminous discovery materials, and managing deadlines for filings.
- **Legal Drafting & Research:** Researching legal issues, drafting motions, orders, briefs, and legal correspondence.
- **Litigation Support:** Preparing trial notebooks, organizing exhibits, and utilizing software for courtroom presentations.
- **Evidence Review:** Analyzing discovery, such as electronic data, audio/video recordings, and documents.
- **Client & Witness Contact:** Interviewing clients and witnesses, and communicating with families, service providers, and court personnel.
- **Administrative Tasks:** Calendaring court hearings, preparing subpoenas, arranging travel for witnesses, and managing electronic filing (CM/ECF).

QUALIFICATION REQUIREMENTS



- **Experience:** Generally requires at least three years of specialized paralegal experience, often preferring experience in federal criminal defense.
- **Education:** A Bachelor's degree or Paralegal Certificate is typically preferred, though equivalent work experience may be accepted.
- **Skills:** Proficiency in office software, to include Microsoft Word, Excel, Teams, Outlook, Adobe Acrobat Pro and PowerPoint and general administrative practices. Research skills and familiarity with CM/ECF, Lexis, and Westlaw.
- **Attributes:** Strong organizational, communication, and interpersonal skills, with the ability to handle confidential matters with discretion.

SALARY AND BENEFITS

This is a full-time "at-will", excepted service position, and the starting-salary is commensurate with experience and qualifications as set by the 2026 Judicial Salary Plan (JSP). The range is from \$74,678 (JSP Grades 11, Step 1) and \$125,776 (JSP Grade 14, Step 1).

The position offers federal employment benefits, including participation in health- and life-insurance programs, the Federal Employees Retirement System (pension), and Thrift Savings Plan (401K). This position is at-will, excepted service and does not carry the tenure rights of Civil Service. Electronic Funds Transfer (Direct Deposit) is required for payment compensation for employees.

This position is eligible for up to 16 hours of telework per week.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause. Hiring is subject to availability of funds.

HOW TO APPLY

Qualified persons should apply by submitting a letter of interest, a resume, and three professional references *as a single PDF file* to WYX_Employment@fd.org with the subject "Paralegal 04-2026."

Due to the high volume of applications anticipated, only candidates selected for an interview will be contacted. All responses will remain confidential. Candidates selected for an interview must travel at their own expense.

This position will remain open until filled with preference given to applications received by March 20, 2026.

The Federal Public Defender is an equal-opportunity employer.