

**OFFICE OF THE FEDERAL PUBLIC DEFENDER**  
**Northern District of Alabama**

**POSITION ANNOUNCEMENT – Huntsville, AL**  
**Paralegal**

The Office of the Federal Public Defender for the Northern District of Alabama is accepting applications for the position of Paralegal for the Huntsville office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

Paralegal job duties include but are not limited to performing legal research; assisting in case preparation; preparing draft motions and pleadings; coordinating case management activities with clients, witnesses, and experts; providing litigation support with analysis of documents; management of discovery; managing case appeals; preparing and assisting with courtroom presentations; and general office administration.

The successful candidate must be a high school graduate or the equivalent and must have a minimum of three years of general or specialized experience with the representative job duties outlined above. Some higher education may be substituted for general experience. Applicants must be familiar with computer and word processing applications, possess excellent skills in prioritization and organization, the ability to work independently and cooperatively, outstanding communications skills, and the ability to assist attorneys in crisis situations. Travel to court locations and detention facilities throughout the Northern District of Alabama is required. Applicants must be a U.S. citizen or eligible to work in the United States.

This position is full-time with federal salary and benefits. Salary is dependent on experience, qualifications, is in accordance with the Administrative Office of U.S. Courts, and Defender Services. Employees of the Federal Public Defender are members of the judicial branch of government and are considered at-will employees. Hiring is subject to a satisfactory background investigation.

**Application Deadline is June 1, 2026. *Please No Telephone Inquiries.***

Please send a cover letter, resume, and the names of three references with subject line of Paralegal to:

[Aln\\_HR\\_Paralegal@fd.org](mailto:Aln_HR_Paralegal@fd.org)

Kevin Butler

Federal Public Defender

Office of the Federal Public Defender

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THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER