



## Office of the Federal Public Defender Eastern District of Oklahoma

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**Vacancy Announcement #202410**  
**Position Title: Paralegal**

**Posting Date: 03/11/2026**  
**Type: Full-Time**  
**Duty Station: Muskogee, OK**

**Closing Date: Open Until Filled**

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The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for a full-time Paralegal. The federal defender organization operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in federal courts. Applicants should have a reputation for personal integrity and a working knowledge of the criminal justice system. The collegial and collaborative culture makes our office a great place to work for equal justice.

### **DESCRIPTION & DUTIES**

- Prepare documents, reports, and briefs using computer applications to prepare and organize legal information and correspondence.
- Create, edit, proofread, and search records, transcripts, and briefs to verify facts and quotes, and check for accuracy, while using proper grammar, consistency, and style.
- Monitor deadlines, prioritize tasks, and occasionally determine a need for action.
- Maintain established storage and filing systems, both electronic and paper.
- Collaborate with team of Paralegals to meet the needs of legal staff.
- Other duties as assigned by the Defender.

### **REQUIREMENTS**

A bachelor's degree from an accredited college or university, or a paralegal certificate from an accredited paralegal program. One year of experience closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties with demonstrated organizational ability and case-management experience. The applicant should be professional, discreet, loyal, and exercise good judgment. Excellent vocabulary and grammar, writing ability, and complex editing skills. Knowledge of legal terminology and strong proficiency in legal research tools. High degree of proficiency with Microsoft Office, Adobe Acrobat; familiarity with PowerPoint or comparable software. Experience in litigation and/or appellate work is preferred.

### **BENEFITS INFORMATION**

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid annual and sick leave; paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Detailed information on benefits can be found at <https://www.uscourts.gov/careers/benefits>

### **SALARY AND BENEFITS**

This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

**HOW TO APPLY**

Interested applicants should submit a cover letter, resume highlighting relevant skills and experience, a writing sample, and a list of references (3 professional and 3 personal) to:

**Scott A. Graham, Federal Public Defender at [OKE\\_resumes@fd.org](mailto:OKE_resumes@fd.org)**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

**The Federal Public Defender is an Equal Opportunity Employer**