

Office of the Federal Public Defender District of Vermont

Assistant Federal Defenders
H. Samuel Ansell
Steven L. Barth
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Position Announcement – Assistant Paralegal or Paralegal

The Federal Public Defender for the District of Vermont seeks qualified candidates for an Assistant Paralegal or Paralegal position. The Office operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A and provides defense services to indigent persons in federal criminal cases and related matters. This position is eligible to be remote (with periodic travel to Burlington, VT funded by the office) or in-person (with a hybrid schedule). This position is funded until September 30, 2026, with renewal subject to funding availability.

Position Description

The Assistant Paralegal or Paralegal would be dedicated to working on a complex capital case. In this capacity, this individual would be:

- Responsible for information management, involving document review and data encoding and entry into litigation support software;
- Performing factual research which includes locating, collecting, compiling, and summarizing gathered information including court, social, medical, and legal records;
- Preparing for evidentiary hearings by organizing, coding, and summarizing information and documents;
- Preparing witness and document lists; and
- Maintaining case files and databases and operating electronic document management system.

Qualifications

- Excellent research skills, including knowledge of a variety of computerized databases;
- Impeccable attention to detail and high-level organizational skills;
- The ability to work independently and to collaborate with a dynamic team;
- Strong and effective communication skills;
- Adeptness in working with diverse and underserved populations;
- Maintain sensitivity to client confidentiality; and
- A college degree and/or a paralegal certificate is preferred.

Salary and Benefits

The Assistant Paralegal or Paralegal position will be offered depending on the applicant's qualifications and experience. The starting salary for the Assistant Paralegal is at JSP Grade 9, which ranges from \$62,982 – \$81,882. The starting salary for the Paralegal is at JSP Grade 11, which ranges from \$76,203 – \$99,069. The position includes regular U.S. Government employment benefits—generous paid time off including annual and sick leave (13 days of each) and 11 federal holidays; health, dental, vision, and life insurance; a retirement system; opportunities to attend national and local trainings; and professional development and career advancement offerings. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The successful candidate will be subject to an FBI background check as a condition of employment.

How to Apply

Please email a cover letter, resume, and three professional and/or academic references to stephanie_baer@fd.org. Please include "2026-02 Paralegal Application" in the subject of the email. Applications must be received by April 3, 2026. Only complete applications will be considered. The Federal Public Defender for the District of Vermont is an Equal Opportunity Employer and encourages folks of diverse and marginalized backgrounds to apply.