



# OFFICE OF THE FEDERAL PUBLIC DEFENDER DISTRICT OF MAINE

## PARALEGAL 2026-03

**Location:** Portland, Maine

**Application Deadline:** For preferential consideration, applications must be received by June 22, 2026. Open until filled.

## ABOUT US

The Federal Public Defender for the District of Maine is a law office that provides legal representation to people charged with committing federal crimes who cannot afford to hire a private attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court.

We are attorneys, paralegals, investigators, information technology specialists and office administrators. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and to have a fair sentence, if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, which honors an individual's lived experience.

**Our Commitment to Diversity, Equity, Inclusion, and Justice:** We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce.

## WHO YOU ARE

You are a trusted, reliable, and efficient team member who is eager to partner with members of the office so we can provide exceptional legal services. You multitask effectively, have exceptional organizational skills, and are eager to learn new systems. You are a capable user of technology and understand its utility. You see the problems, but also the solutions, and you harness creativity, dedication, and persistence to overcome the challenges. You can anticipate the needs of your team members. Your communication with others is based on empathy and compassion. You have high standards and want people to be treated fairly and respectfully, no matter the allegation or circumstance.

## THE OPPORTUNITY

We are seeking a Paralegal to join our office. The Paralegal will be a key member of our legal and administrative staff. Tasks include:

- Working with attorneys in case preparation: including trials, sentencing, and evidentiary hearings.

- Identifying the best methods and use of litigation support technology for the review, analysis, and organization of voluminous discovery, records, and electronically stored information.
- Prepare demonstrative evidence and exhibits for pleadings, hearings, and trials.
- Conduct legal research, utilizing all available resources and computer-assisted research tools.
- Assist attorneys at hearings, trials, and sentencings using presentation software such as Trial Director and PowerPoint.
- Manage and coordinate electronic, paper, physical evidence and discovery; including working with attorneys to provide clients with discovery.
- Process and maintain client records requests to various agencies for purposes of case mitigation.
- Assist in research for formulation of release plans.
- Interviewing, meeting with, and maintaining communication with clients.
- Draft necessary correspondence and assist with client contact and management, keeping the client informed about case developments, status, court appearances, and answering general (non-legal) questions.
- Prepare general pleadings for Assistant Federal Defenders, review of more complex motions for completeness and accuracy, and work with court personnel and electronic filing systems to ensure all matters are properly filed with the court.
- Case management including case opening, closing, and preparation/maintenance of both the paper and electronic case files.
- General administrative and other office front facing/receptionist responsibilities.
- Handle day-to-day operations of the office including maintenance requests, receiving deliveries, mail processing, greeting guests and answering incoming calls.
- Other ad-hoc projects as requested.
- All other duties as assigned.

## **EXPERIENCE/ EDUCATION**

Candidates must have a high level of discretion, hold confidential information received in strict confidence, and exercise a desire and capacity to work collaboratively in a team environment. Must possess strong planning and organizational skills, have excellent oral and written communication and interpersonal skills, and can collaborate with different positions in the office. Must have the ability to recognize and analyze problems and recommend practical solutions, the desire to work with and on behalf of people from diverse backgrounds, and a strong commitment to providing holistic representational support to indigent persons in proceedings under federal criminal law. Additional qualifications include:

- College degree and/or Paralegal Certificate from an accredited school and at least three years of paralegal experience and three years of general experience, or five years of combined comparable experiences.
- Advanced knowledge of legal terminology.
- Experience working with diverse groups of people, such as economically disadvantaged people, people with emotional or mental health challenges, and those from disenfranchised communities.
- Advanced knowledge and skills in Office 365 (Word, Excel, Outlook, PowerPoint, Teams), Adobe Acrobat, and database management. Familiarity with electronic court filings (PACER) and proficiency in litigation software are a plus.
- Strong and effective communication skills, a sharp eye for detail, and meticulous organizational skills.
- Demonstrated resourcefulness, creativity, initiative, tact, and discretion.
- Willingness to take initiative while working independently – and be a meaningful contributor of a hard-

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working and collegial team.

- The ability to exercise good judgment in a mature and diplomatic format.
- The successful candidate will be subject to an FBI background check as a condition of employment.

### **PREFERRED EXPERIENCE:**

- Comprehensive knowledge of investigative principles, practices, methods, and techniques, mental health issues and the legal system.
- Understanding of criminal law, criminal procedure, and evidence.
- Experience as a paralegal performing progressively responsible paralegal duties.

The position requires that the applicant possess a valid driver's license, and insurance, and own/operate a personal vehicle for business purposes as occasional travel is required. (Mileage is reimbursable).

Employment is subject to a satisfactory background investigation including, but not limited to, an FBI fingerprint and name check.

### **SALARY AND BENEFIT DETAILS**

The salary of the successful applicant will be commensurate with the person's qualifications and experience. The starting salary for this position falls within a range under the Judicial Salary Plan from Grade 11 at \$84,579 to Grade 13 at \$120,548. Salary is heavily dependent on prior experience and qualifications. The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (401k). Teleworking is available, consistent with office policy, court obligations, and position duties. Employment subject to continued position funding.

### **HOW TO APPLY**

To apply, please submit the following in a single PDF file: a cover letter explaining why you are interested in this specific job, any connection to Maine, and how you view your experience as preparing you for this job, resume, and three references, to [infomaine@fd.org](mailto:infomaine@fd.org). Be sure to include the job announcement number (2026-03) in the subject line.

The Federal Public Defender for the District of Maine is an equal opportunity employer.