



# Federal Public Defender District of Puerto Rico

Position Announcement # 2026-03

**PART-TIME, TERM PARALEGAL (NOT TO EXCEED SIX MONTHS)**

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## **WORK THAT MATTERS. DEFENSE THAT CAN'T BE BOUGHT.**

The Federal Public Defender for the District of Puerto Rico is accepting applications for a Part-Time (20 hours per week), Term Paralegal position, not to exceed six months.

### **WHY THIS OFFICE IS DIFFERENT**

We're not a bureaucracy pretending to care about indigent defense. We're 50+ people who've chosen this work because we believe everyone deserves a fierce advocate, regardless of their bank account. Our 25+ attorneys range from brilliant lawyers fresh from clerkships to seasoned litigators, and we invest heavily in making everyone better through mentorship, training, and collaboration.

We don't cut corners. We use experts. We leverage technology. We employ three mitigation specialists and eight investigators because we know that excellent storytelling requires deep investigation. Our trials look different because we prepare differently. We don't practice in isolation, we brainstorm theories together, workshop suppression hearings as a team, and run mock trials. We test our themes, challenge each other's assumptions, and refine our narratives. We present context alongside facts, humanity alongside allegations, and complete narratives instead of piecemeal arguments.



### **THE PLACE**

San Juan, the vibrant capital city of Puerto Rico, is a hub for music, food, and culture. It's dotted by parks, beaches, concert venues, and museums, and close to rainforests, bioluminescent bays, and secluded islands -- a combination of rich history, astonishing scenery, and warm people that make it an easy place to call home. Whether you're exploring the cobblestone streets of Old San Juan, catching live music at outdoor venues, or taking weekend trips to El Yunque's waterfalls and the pristine beaches of Culebra, the island offers an enviable quality of life that makes the distinction between work and home feel less like balance and more like integration.

### **DEFINITION**

The paralegal role involves handling general case management tasks under staff direction, which includes helping to create, maintain, organize, and index case files. Responsibilities may also include other case management activities, such as monitoring dockets, conducting case-related research, and assisting attorneys

with specific case management projects. Other duties may include the drafting of pleadings and correspondence, as well as maintaining subject-organized reference materials.

#### **REQUIREMENTS & QUALIFICATIONS**

Applicants should have at least five years of paralegal or comparable experience. As this office is paperlight, experience with maintaining electronic case files, scanning, and document management and conversion software is desirable. Experience with computer-assisted research and litigation support as well as case management software such as Box, Adobe, and CaseMap (or an equivalent) is favored. Willingness to learn and work with new or updated case and document management software is imperative. The successful applicant will have strong research and organizational skills, the ability to work independently and on a team, an ability to multi-task, and a commitment to the representation of indigent clients.

#### **CONDITIONS OF EMPLOYMENT**

Appointment to this position is contingent upon the successful completion of an FBI name and fingerprint check. Federal Public Defender employees are members of the judicial branch of the government and are considered "at will." This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. You must be a U.S. citizen or person authorized to work in the United States.

#### **SALARY AND BENEFITS**

This is a part-time position and is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment. Part-time salary will be the equivalent of 50% of the full-time salary at a Grade 11-1 under the JSP Pay Table (\$74,678). Salary commensurate with experience and certifications. The part-time schedule for this position is 20 hours per week. Work schedule will be subject to discussion. Part-time, temporary positions generally are not eligible for full federal benefits. If the duration of the temporary appointment is 90 days to 1 year or less, the employee will earn sick and annual leave starting the first pay period in which a complete biweekly tour of duty is served.

#### **APPLICATION PROCEDURES**

In **one** PDF document, please submit a letter of interest, résumé, and three references to:

Federal Public Defender, District of Puerto Rico, Selection Committee

At: [candy\\_d\\_carbaugh@fd.org](mailto:candy_d_carbaugh@fd.org).

Email subject line should read: **2026- Part-Time Paralegal**

**Applications to be considered must be received by February 21, 2026.** This position will remain open until filled and is subject to the availability of funding.

**The Federal Public Defender for the District of Puerto Rico is an Equal Opportunity Employer. We seek to hire individuals who will promote the diversity of the office and federal practice.**