

**FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF ARKANSAS**



**POSITION ANNOUNCEMENT 2026-04
PARALEGAL / LEGAL ASSISTANT**

TRADITIONAL UNIT

The Federal Public Defender for the Eastern District of Arkansas is accepting applications for a full-time paralegal/legal assistant position in its trial unit. The Trial Unit represents indigent persons charged with criminal offenses in the United States District Court and provides appellate representation in the Eighth Circuit Court of Appeals. Our office mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration.

Duties: The paralegal/legal assistant team member's duties include, but are not limited to: research; electronic discovery management; the creation and administration of a database; assisting attorneys in all aspects of case preparation; notarizing documents; submitting document requests to varied agencies; providing secretarial and clerical support to multiple attorneys, including heavy word-processing, filing, photocopying; maintaining attorney calendars of court hearings and filing deadlines; maintaining attorney case files; answering general telephone inquiries; preparing draft legal documents and general correspondence using Word; reviewing outgoing documents for accuracy; and performing other duties as assigned. A reliable vehicle and a valid driver's license are required.

Requirements: An ABA certified paralegal certificate and 3 or more years of paralegal experience is preferred. Completion of a master's degree or graduate study in a law-related field may substitute for specialized experience. Proficiency in legal database management software and varied online research tools is necessary. A successful candidate will possess excellent communication and interpersonal skills and will be self-motivated and capable of working in a high-demand, high-volume law office. Law office experience is preferred. The successful candidate will also have a demonstrated work history of dependability and responsibility, and the ability to be a team player.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with experience and qualifications. The salary range is \$74,678 to \$163,514. Benefits include health and life insurance, retirement, and the Thrift Savings Plan.

How to apply: Qualified applicants should send the following in PDF form to Caletta_Jones@fd.org: (1) A letter of interest; (2) a resume; (3) and three references. A final offer of employment is subject to a background check and the availability of funding.

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