



**FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF ARKANSAS**

**POSITION ANNOUNCEMENT 2026-04
PARALEGAL/LITIGATION SUPPORT**

TRADITIONAL UNIT

The Federal Public Defender for the Eastern District of Arkansas is accepting applications for a full-time paralegal/litigation support 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/litigation support team member's duties include, but are not limited to, research and drafting motions; assist with electronic discovery management; the creation and administration of a database; assisting attorneys in all aspects of case preparation; notarizing documents; and submitting document requests to varied agencies.

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.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan.

To apply: To be considered, please send the following in PDF form to Caletta_Jones@fd.org: (1) A letter of interest; (2) a resume, (3) a writing sample; and (4) three references. A final offer of employment is subject to a background check and the availability of funding.

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NO PHONE CALLS OR FOLLOW-UP EMAILS PLEASE**