

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT
2026-14**

Position: Paralegal	Location: Albuquerque, NM
Opening Date: July 17, 2026	Closing Date: Until Filled
Target Start Date: September 2026	Office Website: https://nm.fd.org/
Salary Range: JSP 11 – 14 (Salary commensurate with experience)	

The Federal Public Defender for the District of New Mexico is seeking a full-time Paralegal in the Albuquerque office. The mission of our office is to provide high quality effective and ethical legal representation to our clients charged with federal crimes. We are an equal opportunity employer. We seek to hire individuals who will promote the diversity of the office and federal practice.

Duties and Responsibilities: The Paralegal provides support services to staff attorneys in 4 key areas:

1. Discovery/document management. This includes organizing, reviewing, and summarizing discovery; handling large volume pdf optical conversions; indexing, and more. Proficiency in Adobe Suite is required. Familiarity with the following programs is preferred: USAfx, Casemap, CasePoint, dtSearch, EverLaw, Readysuite, and Relativity.
2. Electronic Litigation Support. This includes the Microsoft Suite of Word, Excel and Powerpoint and other litigation software programs like Camtasia, Adobe Premiere and Audition. Applicants with familiarity with Cellebrite, and AI Platforms like Perplexity, Box Hubs and Copilot are encouraged to apply.
3. Trial assistance. This includes both trial preparation and presentation. Assisting in jury selection; preparing digital witness folders; summarizing discovery, preparing jury instructions; subpoena preparation; free process assistance; preparing trial binders; creating and editing video and slide presentations; and using programs such as Trial Director and PowerPoint.
4. Research support. This includes legal decision analysis (opinions, rulings); compiling and summarizing substantive information on case law, statutes, treaties, and specific legal subjects – providing memos to attorneys on findings; updating the library with new pages; and using software programs such as Westlaw and Lexis Nexis.

This position may provide mentoring to the legal support staff and will work collaboratively with the investigative staff to render the best defense possible to the clients. Additional case management software used includes Defender Data, SECRIIS, CM/ECF, and PACER. Additional duties as assigned.

Required Qualifications:

- Applicants must have a high school degree or equivalent.
- Three years of experience as a paralegal with an understanding of criminal law, criminal procedure and evidence; and three years of general legal experience.
- Applicants must have a strong, reliable, self-motivated work ethic, and an ability to work well with minimal supervision.
- Must possess social and emotional intelligence, have effective people and communication skills,

and be able to work collaboratively in a team environment.

- Must possess excellent oral and written skills and have a strong ability to prioritize and organize your day.
- Must have technical proficiency with internet tools, software programs, and research capabilities. Proficiency in Adobe Suite and Microsoft Suite is required.
- Must have a valid driver's license and ability to travel as needed to courts, jails, field offices, training, and other travel.
- Must be dedicated to the organization's mission and passionate about indigent defense.

Preferred Qualifications:

- Paralegal qualification as defined under the State Bar of New Mexico, NMRA 24-101.1
- Experience in federal criminal defense practice.
- Experience with trial assistance and exhibit preparation.
- Experience with office confidentiality clauses such as attorney/client privilege.
- Experience with litigation support software programs such as CaseMap, Trial Director, dtSearch, Cellebrite, Lexis Nexis.
- Familiarity with Teams and Zoom.
- Familiarity with New Mexico State criminal laws.
- Previous leadership/training/mentoring experience.
- Ability to analyze and make recommendations for process improvements.
- Spanish language speaking proficiency.

Salary and Benefits:

This is a full-time, at-will position within the federal judiciary. The starting salary range is JSP 11/1 at \$75,489 to JSP 14/1 at \$127,141, based on experience and qualifications. The position includes a comprehensive benefits package, featuring health, dental, vision, and life insurance; 13 to 26 days of earned annual leave depending on years of service; 13 days of earned sick leave per year; and 12 weeks of paid parental leave after one year of service. Employees also receive 11 paid federal holidays, participate in the Federal Employees Retirement System (FERS), and may contribute to the Thrift Savings Plan (TSP) with up to 5 percent government matching. The position is eligible for Public Service Loan Forgiveness (PSLF), access to the Employee Assistance Program (EAP), access to wellness resources and programming, credit for prior federal service, and regular continuing education opportunities. A one day per week telework option may be available depending on workload and office needs.

How to Apply:

Interested applicants should submit a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Michelle Dworak, Administrative Officer

FDNM-HR@fd.org

Subject: 2026-14 Paralegal

Application Deadline: Applications reviewed on a rolling basis and the position may close before the deadline of August 9, 2026. The position may remain open until filled and is subject to funding availability. Please, no phone inquiries. Only candidates selected for an interview will be contacted.

Conditions of Employment:

Employment is subject to a background check, including fingerprinting. This position is part of the excepted service and does not carry Civil Service tenure. U.S. citizenship or authorization to work in the U.S. and receive compensation as a federal employee is required. Salary is paid via direct deposit.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity and is committed to equity and inclusion. We aspire to embody values of mutual respect, collaboration, openness, and humility that honor the people we represent. Our representation is better when members of the defense team and staff members have diverse backgrounds and experiences. In our hiring, we seek individuals who share these values. We embrace the unique backgrounds, social identities, and lived experiences our employees bring to our office. We are interested in applicants' talent, diligence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.