

# Federal Community Defender

*Eastern District of Michigan*  
*Detroit, Michigan 48226*

## Position Announcement – Senior Legal Assistant/Paralegal

### Who We Are

We provide legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court and federal habeas corpus review.

Our office consists of attorneys, legal assistants, paralegals, investigators, office administrators, mitigation specialists and information technology specialists who share a common goal - to represent our clients with compassion, courage, competency, creativity and collaboration. We work together to protect our clients' rights and champion their humanity at every stage of the criminal case. Our office seeks to attract and retain a high-performing and diverse workforce to serve our clients. We aim to foster an inclusive work environment that promotes commitment and fairness.

As the Federal Community Defender of the Eastern District of Michigan (FCDEDM), we handle cases at U.S. District Courthouses in Detroit, Ann Arbor, Flint, Bay City and Port Huron. We have offices in Flint and Detroit. The FCDEDM is a non-profit corporation funded by the Administrative Office of the U.S. Courts. Our employees are not federal employees.

### The Job

We need a full-time senior legal assistant/paralegal in the Detroit office. We are seeking a trusted, reliable, and efficient assistant who is eager to partner with members of a defense team so the office can provide exceptional legal services. This position requires an individual who can multitask effectively, have exceptional organizational skills, and who is eager to learn new systems. We are looking for an individual who is a capable user of technology, who sees not just problems but solutions. This position requires someone who is creative, dedicated, and persistent. We are seeking someone who can communicate with others with compassion and empathy, and who thrives in a fast-paced environment. Applicants must have high standards and recognize the need for people to be treated fairly and respectfully, no matter the allegation or circumstance.

### Duties

The **Senior Legal Assistant/ Paralegal** provides legal secretarial, clerical and litigation support for one or more Assistant Federal Defenders. Responsibilities include, but are not limited to, drafting, typing and electronic filing of legal pleadings and correspondence; maintaining attorney calendars and case files, photocopying; assisting attorneys with all aspects of case preparation and file management, imaging and OCRing of paper documents; creating case management and trial presentation databases; organization and electronic management of discovery, evidence and exhibits in preparation for trial;

communication with clients, court personnel, and various federal agencies; coordinating witnesses and service of subpoenas; assisting attorneys at hearings and trial with courtroom presentations by setting up and operating litigation software.

Responsibilities will also include providing backup assistance with receptionist duties and all other duties as assigned.

### **Requirements**

High school graduate or equivalent, with a minimum of six years legal secretarial or paralegal experience in a law office. Candidate should possess knowledge of legal terminology, familiarity with court procedures and document formats (preferably federal); excellent writing and oral communication skills; advanced proficiency in Microsoft Office (Word, PowerPoint, Excel, etc.) and Adobe Acrobat Pro DC. Ability to type neatly and accurately at 70 wpm, and the ability to multi-task and work well under pressure in a team environment is required.

Knowledge of computerized databases (LexisNexis, Westlaw) and various organizational programs (CaseMap, Summation, TrialDirector) helpful. Must be a self-starter, flexible and dependable. Please note if you have any of the following skills, which are helpful but not required: Spanish fluency; experience with large data cases and eDiscovery software; experience with Cellebrite or Cellhawk; skills related to digital forensic evidence; specialized skills in accounting, healthcare billing procedures, taxes, audits, or financial crimes; and skills at navigating various types of social media.

### **Salary and Benefits**

Salary is negotiable, commensurate with experience. We offer an excellent benefit package including health, vision and dental insurance, as well as a 403(b) pension plan.

### **To Apply**

Submit an electronic PDF resume including cover letter, and three references to: [mie\\_fdoresumes@fd.org](mailto:mie_fdoresumes@fd.org). Please – no calls regarding the status of your application.

**Position is open until filled.**

FDCEM is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff.