Office of the Federal Public Defender
Middle District of Florida
Charles L. Pritchard, Jr.
Federal Public Defender

Vacancy Announcement #2027-001 | **Posting: October 30, 2026**
Position Title: Paralegal | **Closing Date: November 25, 2026**
Duty Station: Jacksonville, Florida | **Permanent Full-Time**

The Federal Public Defender for the Middle District of Florida is accepting applications for the position of Paralegal to be stationed in the Jacksonville office.

Description/Duties: The Paralegal provides a full range of paralegal services to staff attorneys. General duties include legal research and writing, all aspects of case preparation, discovery review and file management, drafting pleadings and correspondence, interviewing clients and witnesses, and developing and maintaining research banks. The Paralegal supports litigation teams in the use of technological litigation support tools for the collection, review, analysis, production, and presentation of case materials at trial and court hearings.

Requirements: To qualify for this position, an applicant must have a college degree, with a minimum of three years general paralegal experience and one year of specialized paralegal experience, preferably in criminal defense.

The successful candidate will have:

- Experience with high volume document management;
- Trial litigation experience, including the development and presentation of trial exhibits;
- Experience working well with others as part of a litigation team;
- Experience with computer programs and systems (including Word, Adobe, CaseMap, PowerPoint, Trial Director, Excel, Eclipse, Lexis and Westlaw, etc.) and the internet;
- Proven ability to review, summarize, organize, and manage large volumes of electronically produced discovery including but not limited to documents, audio, video, bank records, witness files, Excel spreadsheets, and transcripts;
- Willingness to work long hours, weekends, and holidays as needed;
- Great attention to detail, organization, and time-management skills; and
- Excellent communication skills and creative thinking.

Previous experience with Federal criminal defense and courtroom litigation support is preferred. Membership in a professional association (i.e., National Association for Legal Assistants or its affiliates; National Federation of Paralegal Associations; or a Florida Registered Paralegal through The Florida Bar) is preferred.

Special Working Conditions: Work outside normal business hours and on weekends is occasionally required. Travel for trainings or conferences is required. Prolonged periods of sitting at a desk are necessary, and an applicant must be able to occasionally lift and/or move up to 50 pounds. Telework is available subject to supervisor determination of office requirements.

Salary and Benefits. The starting salary for a Paralegal falls within a range of **$74,678 to $163,514 per annum (including locality pay)**. The salary of the successful applicant will be dependent upon and

commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause.

How to Apply: Qualified persons may apply by submitting a **letter of interest outlining their experience, resume, and three professional references in a single Adobe PDF format**. An email confirming receipt of the PDF will be sent to all applicants. **Applications must be received by 5:00 p.m. on Wednesday, November 25, 2026.** Submissions that are incomplete or fail to follow the instructions above will not be considered.

Please send your submission to attention:

Office of the Federal Defender, Middle District of Florida
Jesus DeJesus, Human Resources Manager
FLM_HumanResources@fd.org

Only those selected for interview will receive further communication.

The FPDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The FPDO is a branch of the U.S. Courts, an **Equal Opportunity Employer**, and operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, nationality, religion, or disability.