



OFFICE OF THE FEDERAL PUBLIC DEFENDER DISTRICT OF CONNECTICUT

PARALEGAL 2026-04

(Multiple positions may be filled with this announcement.)

Location: New Haven or Hartford, Connecticut

Application deadline: **Open until filed.**

ABOUT US

The Office of the Federal Public Defender for the District of Connecticut provides legal representation to persons charged with committing federal crimes who cannot afford to hire a private attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court.

We are attorneys, paralegals, investigators, mitigation specialists, office administrators, and information technology specialists. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and to have a fair sentence, if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, which honors an individual's lived experience.

Our Commitment to Diversity, Equity, Inclusion, and Justice: We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce.

THE OPPORTUNITY

We are seeking a paralegal to join our office in August 2026.

The paralegal will file pleadings, "bluebook" and format briefs, learn relevant filing standards for appellate and district court filings, perform legal research, assist in case preparation, and paper and electronic file management, and draft pleadings such as continuance motions, subpoenas, and orders. Other responsibilities may include loading and organizing discovery, locating, collecting, compiling, and summarizing material from various sources. Other responsibilities may include supporting attorneys and legal personnel in using technological support tools to collect, review, analyze, produce, and present case materials, including during courtroom proceedings. The paralegal will contact clients by phone, letter, and email; and schedule prison calls, jail visits, and client visits for attorneys.

The Office's business often requires team members to work together and support each other at various and sometimes unpredictable instances. Accordingly, the foregoing job description is only a sample of the work involved and other duties and needs may arise.

QUALIFICATIONS

To qualify, the applicant should have the following:

- A desire and capacity to work collaboratively in a team environment.
- Understanding of the methods and skills required for accomplishing the duties of the position.
- Strong legal research and word processing skills.
- Strong technological skills including the ability to review and analyze large volumes of electronic discovery; excellent oral and written.
- Computer fluency in the Microsoft Office suite of programs, including Excel and Adobe Acrobat.
- High level of organizational skills to gather, maintain, and manage documents and information for assigned cases.
- Apply knowledge of court rules, local practices, and the Federal Rules of Criminal Procedure.
- The ability to speak and write clearly and effectively.
- The ability to read, analyze, and interpret records and legal documents.
- The ability to exercise good judgment in a mature and diplomatic manner.
- The ability to recognize and analyze problems and recommend practical solutions.
- The ability to keep confidences and protect legal privileges.
- The ability to recognize and analyze problems and recommend practical solutions.
- The desire to work with and on behalf of people from diverse backgrounds.
- A strong commitment to providing holistic representational support to indigent persons in proceedings under federal criminal law.
- Proficiency in Spanish (preferred).

The position requires that the applicant possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes (mileage is reimbursable). Occasional travel is required, including night and weekend work.

Employment is subject to a satisfactory background investigation including, but not limited to an FBI fingerprint and name check.

EXPERIENCE/ EDUCATION

The applicant should have related work experience that demonstrates high-level analytical skills.

SALARY AND BENEFIT DETAILS

The salary of the successful applicant will be commensurate with the person's qualifications and experience. The starting salary for this position falls within a range under the Judicial Salary Plan from Grade 11 at \$84,260 to Grade 14 at \$148,222. The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (401k). Teleworking is available, consistent with office policy, court obligations, and position duties.

HOW TO APPLY

To apply for this position, email a single PDF containing a cover letter, resume, three references, and a writing sample of no more than 5 pages to CTX_Hiring@fd.org. Please include the job announcement number in the subject line of the email.

We especially encourage applications from members of the BIPOC community, people affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. We are interested in applicants' talent, intelligence, dedication, and desire to see that all people are treated fairly and respectfully, no matter the allegation or circumstance. The Federal Public Defender for the District of Connecticut is an equal opportunity employer.