



OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
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HEATHER E. WILLIAMS
Federal Defender

PEGGY SASSO
First Assistant Defender

POSITION ANNOUNCEMENT #26-009
ASSISTANT PARALEGAL

The Office of the Federal Defender for the Eastern District of California is accepting applications for a full-time **Assistant Paralegal** position for the **Fresno Office**. The Office of the Federal Defender represents indigent persons in federal criminal cases and related court matters under the Criminal Justice Act, 18 U.S.C. § 3006A.

HOW YOU CAN HELP

Our Assistant Paralegals are integral to our clients' legal representation and to the smooth functioning of our entire office.

Case Support: This position provides comprehensive day-to-day support to Assistant Federal Defenders including anticipating workflow needs, preparing materials in advance of hearing and meetings, and assisting with research and case preparation tasks as directed. Acts as a reliable point of coordination between attorneys, clients, courts and external parties. Serves as a critical member of the trial and appellate teams, assisting in court trial and appellate pleading preparation, filing, and court hearings, and ordering documents and other records

Calendar & Deadline Management: Maintains and monitors attorney's calendars, tracking court hearing dates, filing deadlines, pretrial conference schedules, sentencing dates, and other deadlines. Proactively alerts attorneys to upcoming obligations and assists in prioritizing competing demands to ensure no critical deadline is missed.

Legal Document Preparation: Assists in the drafting, formatting, proofreading, and finalization of a variety of legal documents, ensures documents conform to local court rules, formatting requirements, and office standards.

Electronic Court Filing: Files documents with federal courts through the Case Management Electronic Case Filing system and other required electronic platforms, ensuring timely and accurate submission. Monitors filing confirmation and maintaining records of all filed documents.

Case File Management: Creates, organizes, and maintains physical and electronic case files in accordance with office policies. Ensures that all case materials, including pleadings, discovery, correspondence, and investigation records, are accurately catalogued and readily accessible to attorneys and staff. Assist with closing cases at the conclusion of representation.

Discovery Management: Assists attorneys with the organization, review, and management of discovery materials in electronic format, including large volumes of documents, audio/video recordings, and digital evidence.

Telephone and General Office Communication: Serves as a point of contact for clients, their families and others on the defense team by, among other things, providing information to client, client's families, experts, and witnesses. Liaises with courts, government agencies, co-counsel, investigators, and other parties as needed. Provides critical back up answering calls that come into the office, providing requested information, or directing the call to the appropriate person who can assist. Assisting with other receptionist duties as needed.

REQUIREMENTS

To qualify for the position of Assistant Paralegal, candidates must have at least a high school diploma and three years of general work experience **and** a 1-year minimum of Legal Assistant or paralegal-type specialized experience. Some post-high school/GED education may be substituted for specialized experience. Computer literacy, advanced word-processing skills, and proficiency in Microsoft Word, Excel, Outlook, and Adobe Acrobat Professional are required. Candidates must have good oral and written communication skills and strong interpersonal skills.

Our preferred candidate can multi-task in a fast-paced environment; prioritizes assignments; effectively communicate with co-workers, outside agencies, court personnel, and the public (including clients and client families); has a demonstrated work history of dependability, initiative, and responsibility; is a team player; is familiar with electronic court filing systems; and is interested in indigent criminal defense and has compassion for our work and clients.

CONDITIONS OF EMPLOYMENT

Appointment to this position is contingent upon the successful completion of an FBI background check. Federal Public Defender employees are members of the judicial branch of the government and are considered "at will." This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Candidates must be a U.S. citizen or a permanent resident in the process of applying for citizenship.

SALARY & BENEFITS

This is a full-time position with pay based on qualifications and years of general and relevant specific experience. Entry Level is JS-7/1 \$50,714 to aJS-9/1 \$62,033 and is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment. A comprehensive benefits package includes health and life insurance, vision and dental benefits, flexible spending accounts, 13 days of paid annual leave (annual leave accrual increases over time), 13 days of paid sick leave, paid leave for all 12 federal holidays, and participation in the Federal Retirement System and Thrift Savings Plan (with up to 5% government matching contributions).

Telework up to 2 days per week is available for this position after six months.

APPLICATION PROCEDURES

In **one** PDF document, please submit a letter of interest, résumé, three references, and a completed ***Application for Judicial Branch Employment form (AO78)***, http://www.cae-fpd.org/AO_78.pdf, to:

Heather Williams, Federal Defender
Attn: Human Resources
at the following email: cae_hr@fd.org

Email subject line should read: **2026-09 – Assistant Paralegal**

This position was announced on June 16, 2026, is open until filled, and is subject to the availability of funding. Preference given to applications received by **July 2, 2026**. Applicants will be notified before any communication with listed references.

Commitment to Fair Hiring: Our office values fair hiring and an equitable workplace. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, languages spoken, veteran status, disability, experiences, and religion. We encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. If you need a reasonable accommodation for any part of the application and hiring process, please notify our Personnel Administrator, Lupe Hernandez, at lupe_hernandez@fd.org.