

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT

Position: Assistant Paralegal

Location: San Diego, CA

Application Deadline: February 27, 2026

Posted: February 3, 2026

Office Website: www.fdsdi.com

Salary Range: 9/1 \$70,507 to 9/10 \$91,664

Federal Defenders of San Diego, Inc. (FDSDI) is seeking qualified candidates for one or more full-time Assistant Paralegal positions. FDSDI is the Community Defender Organization for the Southern District of California, serving San Diego and Imperial Counties. We operate under the authority of 18 U.S.C. § 3006A(g)(2)(B) to provide federal criminal defense services by court appointment to individuals who are unable to afford counsel.

In this role, Assistant Paralegals provide essential litigation and case support to multiple staff attorneys, assisting with case preparation, document management, legal research support, and coordination of court-related activities. The ideal candidate is highly organized, detail-oriented, and able to manage competing priorities while working collaboratively in a fast-paced legal environment. Professionalism, discretion, and attention to detail are critical to success in this role.

This full-time position is scheduled Monday through Friday, 9:00 AM to 6:00 PM.

Duties and Responsibilities:

Under the supervision of the Chief Paralegal, the Assistant Paralegal will:

- Assist with case preparation and provide ongoing support throughout all stages of litigation.
- Maintain and organize case files to ensure accuracy, completeness, and accessibility.
- Organize and index discovery materials, evidence, and exhibits in preparation for hearings and trial.
- Provide research support and assist with background investigations under general direction.
- Notify staff attorneys, clients, and other relevant parties of court dates, deadlines, and scheduled appointments.
- Assist in the preparation of pleadings, motions, and briefs with a high level of accuracy and attention to detail.
- Serve as a point of contact for clients, including receiving, screening, and directing phone calls appropriately.
- Support litigation activities through the use of advanced software and case management tools.
- Locate, retrieve, and manage documents, records, and information using computer-assisted legal research tools.
- Perform other duties as assigned.

Qualifications:

- A high school diploma or equivalent is required.
- A minimum of three years of general work experience, including at least two years of specialized experience, is required. Education above the high school level in an accredited institution may substitute for general experience.
- Proficiency in Microsoft Word, Excel, Outlook, and Adobe Acrobat, with strong general computer literacy.
- Strong verbal and written communication skills.
- Demonstrated ability to multitask, manage time effectively, and prioritize competing responsibilities.

Preferred Qualifications:

- Experience in appellate and criminal law.
- Proficiency with e-filing procedures in the federal court system and the Ninth Circuit Court of Appeals.
- Familiarity with LexisNexis or similar legal research platforms.
- Bilingual fluency in English and Spanish.
- A bachelor's degree from an accredited college or university.

Salary and Benefits:

Salary will be commensurate with experience. The starting salary range is: JSP 9/1 (\$70,507) to JSP 9/10 (\$91,664). The position does include employee benefits including health and life insurance as well as a 401k plan. Salary is payable only by Electronic Funds Transfer (direct deposit). This position is at will and is subject to the availability of funds. Employment is subject to a satisfactory background investigation. This position offers one day of telework per pay period. Full-time telework is not available.

Accessibility:

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact our Personnel Administrator at Kym.Bryant@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. In our hiring, we seek individuals who share this belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Sandra Riley, Chief Paralegal

hr@fddsdi.com

Subject: Assistant Paralegal Position – San Diego

Hiring Timeline:

We value transparency in our hiring process and want applicants to know what to expect. Below are the key dates:

- **Application Deadline:** February 27, 2026 (priority consideration given to applications received by this date; applications will remain open until filled)
- **Interviews:** Conducted on a rolling basis
- **Anticipated Start Date:** On or around March 31, 2026 (tentative)