

FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF LOUISIANA
500 POYDRAS STREET, SUITE 318
HALE BOGGS FEDERAL BUILDING
NEW ORLEANS, LOUISIANA 70130

The Federal Public Defender for the Eastern District of Louisiana is accepting applications for a full-time Paralegal. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006(A), and provides criminal defense services to people charged with federal crimes who cannot afford to hire a lawyer.

Duties and Responsibilities:

- Work under the direction of the assistant federal public defenders in all aspects of case preparation, including trials, sentencing, evidentiary hearings, etc.
- Process, organize, manage, index and format discovery and assist attorneys in digesting information for case preparation, trial, sentencing, etc.
- Communicate with clients, families, witnesses, service providers, hospitals and treatment programs.
- Assist with mitigation work and the collection of supporting documents. Work with investigator to obtain and review records.
- Provide litigation support with the use of technology such as CaseMap, dtSearch, TrialDirector, ReadySuite, iPro Eclipse, Relativity, etc. Provide technical support for hearings and trials.

Requirements: Applicants must 1) be a high school graduate, 2) have an established working knowledge of federal criminal law, 3) must demonstrate excellent oral and written communication skills, 4) must be able to take direction and work independently, and 5) must be an United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Applicants must also possess good judgment, initiative, resourcefulness, tact, and a commitment to the representation of indigent persons accused of federal crimes.

Salary and Benefits: This graded position is full-time with federal benefits and salary commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

How to Apply: Qualified persons may apply by forwarding a letter of interest, resume with three (3) professional references, and minimum salary requirements to: Heather Davis, heather_davis@fd.org. Application will be accepted until the position is filled. Only applicants selected for interviews will be contacted.

The Office of the Federal Public Defender is an equal opportunity employer.