

**FEDERAL PUBLIC DEFENDER -
DISTRICT OF NEVADA**

POSITION ANNOUNCEMENT

Paralegal – Federal Death Penalty Unit

The Office of the Federal Public Defender for the District of Nevada is accepting applications for a full-time Paralegal position in its Federal Death Penalty Unit. This position may be performed fully remotely.

The Federal Death Penalty Unit represents defendants in federal capital trial cases. Applicants must demonstrate a strong commitment to indigent criminal defense, with particular emphasis on federal capital trial litigation. Excellent written and oral communication skills, as well as strong interpersonal skills, are required. A minimum of five years of substantial federal capital trial experience is strongly preferred.

Duties include but are not limited to: gathering records; reviewing, organizing and managing voluminous case files; analyzing legal documents and preparing memoranda and legal pleadings; coding and database entry; and providing support to attorneys and other team members at all stages of proceedings. Applicants must possess a comprehensive knowledge of the criminal justice system and be comfortable interacting with individuals from diverse backgrounds. Significant travel is required.

Applicants must be able to handle confidential matters with discretion, exercise mature judgment, work independently and collaboratively in team settings, and manage multiple projects with deadlines simultaneously. Applicants must also demonstrate strong organizational skills.

Federal salary and benefits are based upon qualifications and experience, consistent with federal guidelines and regulations. Hiring is based upon the availability of funding.

Qualified individuals should submit a letter of interest, resume detailing relevant experience, and three references, all in PDF format to:

Jennifer Yim
Human Resources Counsel
Office of the Federal Public Defender
411 E. Bonneville, Suite 250
Las Vegas, NV 89101
[NVX HumanResources@fd.org](mailto:NVX.HumanResources@fd.org)
Position Open Until Filled.

The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.