

POSITION ANNOUNCEMENT 26-04
Paralegal
Federal Public Defender for the District of Nebraska

The Federal Public Defender for the District of Nebraska is accepting applications for a full-time Paralegal in our Lincoln office. Paralegals support Assistant Federal Public Defenders (AFPDs) in an office that works as a single unit to provide zealous advocacy on behalf of indigent clients charged with federal criminal offenses.

Qualifications/Requirements:

- Strong communication skills. The successful applicant must be able to support lawyers working in court, in the office, and in jails and prisons. As such, applicants must be able to communicate clearly in writing and on the phone. Excellent command of the English language, spelling, and grammar is a must.
- Empathy for the poor and a willingness to work with, and on behalf of, people accused of crimes.
- Impeccable judgment and trustworthiness.
- Familiarity with confidentiality standards, including the attorney-client privilege.
- Strong analytical skills and the ability to follow both written and verbal instructions.
- Proficiency in office software, to include Microsoft Word, Excel, Teams, Outlook, Adobe Acrobat Pro, and PowerPoint and general administrative practices.
- Research skills and familiarity with CM/ECF, Lexis, and Westlaw.
- A high-school diploma or equivalent is required.

Duties and Responsibilities:

- Perform general case preparation under the direction of AFPDs;
- Assist in the maintenance of case files;
- Communicate with clients, witnesses, and others;
- Solicit and coordinate chemical-dependency and mental-health evaluations and find treatment solutions for clients;
- Conduct conflict checks within our internal case-management system;
- Organize, index, and review discovery (including voluminous e-discovery) and exhibits;
- Be proficient in case-management software, such as Eclipse and CaseMap, used by the U.S. Attorney's office and the criminal-defense field;
- Provide research support;
- Conduct some background investigation and acquire records (*e.g.*, legal, medical, and business);
- Manage an electronic office calendar and monitor the court dockets;
- Prepare and send written and electronic correspondence on behalf of the attorneys;
- Draft and proofread legal pleadings under attorney supervision;
- Prepare and file pleadings, electronic and written, to the federal district court, the Eighth Circuit Court of Appeals, and the U.S. Supreme Court;
- Provide litigation support during trial; and
- Perform other duties, including answering phones, as instructed.

Salary and Benefits:

The starting-salary range for a Paralegal is between Judicial Salary Plan (JSP) Grades 11/1 (\$74,678) and 14/1 (\$125,776), depending upon experience. The position offers federal employment benefits, including participation in health- and life-insurance programs, the Federal Employees Retirement System (pension), and Thrift Savings Plan (401K). This position is at-will, excepted service and does not carry the tenure rights of Civil Service. Electronic Funds Transfer (Direct Deposit) is required for payment compensation for employees. The position is subject to the availability of funds.

Interested applicants should send the following documents *as a single PDF file* to Martin Adams, Administrative Officer, at martin_adams@fd.org:

- A cover letter mentioning Position Announcement No. 26-04;
- A current resume; and
- Three references (including contact information).

Only applicants considered for an interview will be contacted. No phone calls, please. **The Federal Public Defender is an equal-opportunity employer.** Application deadline is **Monday, August 17, 2026.**