



FEDERAL DEFENDERS OF THE MIDDLE DISTRICT OF GEORGIA, INC.

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JOB ANNOUNCEMENT

Paralegal

Federal Defenders of the Middle District of Georgia, Inc.

The Federal Defenders of the Middle District of Georgia, Inc., (FDMDGA) has an opening for a full-time paralegal in its Macon, GA Office. This office handles trial level cases before the United States Magistrate and District Courts within the Middle District of Georgia and appeals before the 11th Circuit Court of Appeals and the U.S. Supreme Court.

The paralegal provides a full range of paralegal services to staff attorneys. General duties include legal research and writing, all aspects of case preparation and file management, drafting pleadings and correspondence, interviewing clients and witnesses, developing and maintaining research banks and assisting with panel training. The paralegal may also provide litigation support. In more detail, some key specific duties of a paralegal at FDMDGA include but are not limited to:

- Assists in all aspects of case preparation. Prepares and reviews cases in accordance with applicable laws, rules, regulations, precedents, policies, office practices and established procedures.
- Performs legal research utilizing all available resources including computer-assisted legal research tools. Drafts legal pleadings including motions, requests for jury voir dire and jury instructions. Ensures completeness of documents and conformity with pertinent laws, rules, regulations, precedents, policies and office requirements.
- Assists Assistant Federal Defenders with client contact. Informs clients of case status, court appearances and answers general inquiries according to office policy.
- Participates in case management functions and control systems such as conflicts checking, calendar and docket control. Ensures completeness and accuracy of these case control tools.
- Assists the attorney at hearings and trials by evaluating testimony, coordinating witnesses and documents.

Fighting for Justice Every Day in Every Way

- Develops and maintains banks of substantive motions, briefs and jury instructions. Assists other staff members with information retrieval from these sources.

QUALIFICATIONS: To qualify, the applicant should have the following:

- A desire and capacity to work collaboratively in a team environment.
- Understanding of the methods and skills required for accomplishing the duties of the position.
- Computer fluency in the Microsoft Office suite of programs, including Excel and Adobe Acrobat.
- High level of organizational skills to gather, maintain, and manage documents and information for assigned cases.
- The ability to speak and write clearly and effectively.
- The ability to read, analyze, and interpret records and legal documents.
- The ability to exercise good judgment in a mature and diplomatic manner.
- The ability to recognize and analyze problems and recommend practical solutions.
- The ability to keep confidences and protect legal privileges.
- The desire to work with and on behalf of people from diverse backgrounds.
- A strong commitment to providing holistic representational support to indigent people in proceedings under federal criminal law.
- Proficiency in Spanish (preferred but not required).

The position requires that the applicant possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes (mileage is reimbursable). Occasional travel is required, including night and weekend work for trial related purposes. Employment is subject to a satisfactory background investigation including but not limited to an FBI fingerprint and name check.

EXPERIENCE/ EDUCATION: Applicants must have a bachelor's degree and at least two years of relevant experience. A candidate with prior paralegal experience in a law practice setting is strongly preferred.

This is a full-time position with a salary of the successful applicant being commensurate with the person's qualifications and experience. Benefits include (but are not limited to): 100% payment of health insurance premiums for employees (and 80% payment of health insurance premiums for employee's family members), paid vacation, paid sick leave, and paid holidays. FDMDGA also offers a generous telework policy.

FDMDGA is a nonprofit corporation, funded by the Administrative Office of the United States Courts. It is not an agency of the federal government and staff members are not federal employees.

Resumes will be accepted until the position is filled. Applications should contain a cover letter describing relevant experience(s) and why you are interested in this work, a resume, three references to:

Byron L. Conway Jr., Executive Director, Federal Defender of the Middle District of Georgia, Inc., at gamfd_applicants@fd.org.

The Federal Defenders of the Middle District of Georgia, Inc., is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide defense services in federal criminal cases related matters in the federal courts.