

Office of the  
Federal Public Defender  
District of Colorado

Virginia L. Grady, Federal Public Defender

Matthew K. Belcher, First Assistant  
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**POSITION ANNOUNCEMENT**  
**LEGAL ASSISTANT / PARALEGAL – DENVER, COLORADO**

*The Office of the Federal Public Defender for the District of Colorado seeks a full-time legal assistant/paralegal to join our office. We operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A), representing individuals unable to afford counsel and prosecuted in our federal courts. Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals. Applicants of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law are welcome. Click [here](#) for more information about our office.*

**Job Description: This position is fully funded.** Legal assistants provide secretarial and clerical support to staff attorneys representing indigent persons charged with criminal offenses in the United States District Court, the Tenth Circuit Court of Appeals, and the United States Supreme Court. Routine duties include maintaining attorneys' calendars; arranging attorney-client meetings and telephone calls; filing pleadings with appropriate courts using CM/ECF systems; organizing case files and handling case management functions as assigned; receiving and routing incoming telephone calls and mail; delivering and collecting documents from the courts; and performing other secretarial functions as assigned.

Legal assistants with knowledge of the above may be promoted to paralegal and will be expected to draft pleadings and correspondence for attorneys; proofread attorney-drafted pleadings for content, grammar, and punctuation; utilize knowledge of legal terminology; communicate and coordinate with retained experts; research case law and cite check on behalf of attorneys; analyze records and files to offer case-related recommendations; prepare summaries of discovery, exhibits, and other case-related materials; compile trial notebooks, exhibits, and files; create electronic pleadings indexes; track case lists and upcoming deadlines; assist in all aspects of case preparation; develop relationships with clients by answering general inquiries (e.g. information regarding case status and court appearances) according to office policy; attend court appearances to observe hearings, track exhibits, take notes, and provide feedback; anticipate the needs of the legal team and completing tasks without formal direction; attend trainings; train members of the office and CJA panel on best practices for completing the aforementioned duties; and perform other similar or related duties that are consistent with the general level of the position and responsibilities described.

Our office environment is positive, collaborative, and client-centered, with opportunities for professional growth and advancement. The office has a telework policy that permits employees to work at home up to two days per week.

**Requirements and Qualifications:** All applicants must be high school graduates or equivalent. To qualify for and receive compensation as a legal assistant, applicants must have a minimum of two years of general office experience and one to three years of specialized legal assistant experience. To qualify for and receive compensation as a senior legal assistant, applicants must have two years of general experience and four years of specialized experience. Senior legal assistants are eligible for promotion to paralegal after one year. To qualify for and receive compensation as a paralegal, a candidate must have three years of general office experience, three years of specialized experience, and one year of experience at a Federal Public Defender office.

Proficiency in Word and Excel for Microsoft 365 and Adobe Acrobat is required. Attention to detail, strong proofreading skills, and superior organizational skills are required. Applicants must have the ability to communicate/collaborate with others, to adapt to change, and to prioritize and multitask. Experience with criminal litigation, marking briefs, generating table of contents and authorities, and CM/ECF and electronic case filing is preferred but not required.



Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.

**Salary and Benefits:** This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 9 (\$68,819 - \$89,470) and JSP Grade 11 (\$83,265- \$108,251). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance. Salary is payable only by direct deposit.

**How to Apply:** Qualified individuals should submit a letter of interest and resume, in .pdf format, to Veronica Knights, Personnel Administrator, at [employment@cofpd.org](mailto:employment@cofpd.org). Subject Reference should be Legal Assistant/Paralegal Position – Denver.

**Due to the volume of applications expected, this office will only communicate with candidates who are selected for an interview. No inquiries or telephone calls, please. Position announced April 6, 2026, and open until filled.**

**The Federal Public Defender is an equal opportunity employer.**