

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA**

POSITION ANNOUNCEMENT

**PARALEGAL
HARRISBURG, PENNSYLVANIA**

The Office of the Federal Public Defender for the Middle District of Pennsylvania is hiring a Paralegal. We are a mission-driven office that represents people facing serious charges in federal court. Our clients are accused of offenses that include firearms and drug trafficking, child exploitation offenses, and fraud crimes. Applicants should be prepared to work in cases that are often high-stakes and emotionally difficult and approach this work with professionalism and respect, because everyone in our office—whether in the courtroom or behind the scenes—plays a role in advancing fairness, dignity, and client-centered defense.

This is a full-time position based in Harrisburg, Pennsylvania.

QUALIFICATIONS

Paralegals are essential to how we represent clients. Responsibilities may include file management; drafting, formatting, cite-checking, and filing pleadings; correspondence; organizing discovery and exhibits; assisting attorneys in hearings and trials; performing writing at the paralegal level; client and witness contact, including answering routine inquiries; supporting litigation with technology tools; and maintaining calendars, scheduling, and travel for attorneys.

Candidates should have a high school diploma (or equivalent) and at least 6 years of progressively responsible experience **or** an equivalent combination of relevant education and experience. All candidates should have strong communication skills. The ability to prioritize, organize, and work both independently and as part of a team is essential. We expect all our employees to share our commitment to confidentiality, to use sound judgment, and to respect our clients and colleagues. Familiarity with legal terminology, procedures, and court rules is preferred. Fluency in Spanish is a plus.

Our office is committed to building a workplace grounded in mutual respect, collaboration, and humility. We believe our work is strongest when it includes a wide range of experiences. Above all, we are interested in talent, intelligence, dedication, persistence, and commitment to treating every client and colleague with fairness, dignity, and care.

SALARY AND BENEFITS

This is a full-time position. Starting salary depends on the applicant's experience and education. The selected candidate will also receive a comprehensive benefits package that includes generous health insurance coverage, dependent and long-term insurance programs, flexible spending accounts, commuter benefits program, earned paid time off, participation in the Federal Employees Retirement System, and participation in the Third Savings Plan retirement account with up to 5% agency matching contributions, and an Employee Assistant Program. This position is subject to mandatory electronic transfer of pay (direct deposit).

After a six-month immersive onboarding period, telework may be available in accordance with office policy. Telework is not an entitlement and is always subordinate to coverage and client needs.

Employment is contingent upon the successful completion of an FBI fingerprint and background check.

HOW TO APPLY

We strive to make the hiring process transparent. Here's what you can expect:

- 1. Application Submission:** Interested applicants should submit a single pdf document that includes a cover letter, resume, list of references, and a writing sample (if available) to Lorianne Link, Personnel Administrator, at lorianne_link@fd.org.
- 2. Application Review:** Applications are being reviewed **beginning September 15, 2025**, and the position will remain open until filled. You may assume the position remains available while this listing is active.
- 3. Initial Interviews:** Selected candidates will be invited for an in-person interview.
- 4. Assessments/Reference Checks:** We will reach out to references and assess all interviewed candidates. Though we do not anticipate a second round of interviews, we reserve the right to request a more in-depth interview if desired.

**The Office of the Federal Public Defender for the
Middle District of Pennsylvania is an Equal Opportunity Employer.**