

# POSITION ANNOUNCEMENT

Paralegal  
Office of the Federal Public Defender  
Northern and Southern Districts of Mississippi  
Jackson

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THE FEDERAL PUBLIC DEFENDER for the Northern and Southern Districts of Mississippi is accepting applications for the position of a full-time paralegal to be stationed in **JACKSON**. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. The organization has staffed offices in Jackson, Gulfport, and Oxford.

**Requirements.** To qualify for entry level paralegal, a person must be a high school graduate or equivalent and have at least three years of general experience and three years of specialized experience; some higher education may be substituted for specialized experience. **Personal-computer, advanced word-processing skills, administrative support, and law-office experience are required. Law office experience in a criminal defense firm preferred.** Employment is subject to a satisfactory background investigation.

**Duties.** Duties of the paralegal include, assisting in preparation and filing of pleadings, maintenance of banks of substantive motions, briefs and jury instructions, citation verification, organizing discovery, coordinating witnesses and documents for trial, word-processing, record keeping, filing, calendaring court dates and client appointments, timekeeping, travel record management, photocopying legal documents, legal research and litigation support, and other duties as assigned. The full Position Qualifications Statement and Position Description are available for inspection in this office.

**Salary and Benefits.** The starting salary for the paralegal position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP 11-Step 1, to JSP 14-Step 1, currently yielding \$74,678 to \$125,776 per annum for the paralegal position. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position includes regular government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified persons may apply by emailing a letter of interest and résumé to Dean Applegate, Administrative Officer at [dean\\_applegate@fd.org](mailto:dean_applegate@fd.org)

Open until filled. Position announced February 4, 2026.

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