

FEDERAL PUBLIC DEFENDER

Western District of Tennessee

Federal Defender

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PARALEGAL

POSITION ANNOUNCEMENT #26-07

The Office of the Federal Public Defender for the Western District of Tennessee is seeking a position for a full-time Paralegal. The mission of the office is to provide high quality effective and ethical legal representation for our clients charged with federal crimes.

Position Overview: Paralegal job duties include but are not limited to performing legal research; assisting in case preparation; preparing draft motions and pleadings; coordinating case management activities with clients, witnesses, and experts; providing litigation support with analysis of documents; management of discovery; managing case appeals; preparing and assisting with courtroom presentations; and general office administration.

Qualifications: The successful candidate must be a high school graduate or the equivalent and must have a minimum of three years of general or specialized experience with an understanding of criminal law, criminal procedure, and evidence; and three years of general legal experience. Some higher education may be substituted for general experience. Applicants must have a strong dependable, initiative-taking work ethic, and an ability to work well with minimal supervision; must possess social and emotional intelligence, have effective people and communication skills, and be able to work collaboratively in a team environment. Applicants must possess excellent oral and written skills and have a strong ability to prioritize and organize your day; have technical proficiency with internet tools, software programs, and research capabilities; proficiency in Adobe Suite and Microsoft Suite is required; must have a valid driver's license and ability to travel as needed to courts, jails, field offices, training, and other travel; must be dedicated to the organization's mission and passionate about indigent defense. Spanish fluency is a plus but not required.

This position is part of the excepted service and does not carry Civil Service tenure. All positions are at-will and subject to a one-year probationary period. The successful candidate will be subject to a satisfactory background check as a condition of employment. Salary is paid via direct deposit.

Salary & Benefits: This is a full-time position with federal salary and benefits. The starting salary range is JSP 11/1 at \$74,678 to JSP 14/1 at \$125,776 based on experience and qualifications. The position includes a comprehensive benefits package, featuring health, dental, vision, and life insurance; participation in the Federal Employees Retirement System (FERS), and the Thrift Savings Plan (TSP).

How to Apply: Qualified applicants may apply by sending a cover letter of interest, resume, and three references to the attention of: Office of the Federal Public Defender, Attn: Hiring Committee Paralegal, 200 Jefferson Ave., Suite 200, Memphis, TN 38103 no later than August 14, 2026. Only applicants selected for an interview will be contacted. The position will remain open until filled. More than one position may be filled from this announcement. *PLEASE, NO PHONE CALLS.*

THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER