

Vacancy Announcement

FEDERAL PUBLIC DEFENDER OFFICE DISTRICT OF UTAH

Position Title: Paralegal

Job Announcement Number: 2026-05

Position Location: Salt Lake City, Utah

The Federal Public Defender for the District of Utah is accepting applications for a full-time Paralegal position in our Salt Lake City office. The Federal Public Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide legal defense representation to individuals unable to afford counsel charged with federal criminal offenses and related matters in the federal courts. Our office is made up of a dedicated team of attorneys, investigators, paralegals, and administrative staff.

This position directly supports the Appellate and post conviction work of the office. This role may also require the ability to support attorneys throughout all phases of litigation.

Requirements:

- Applicants must be high school graduates or equivalent; with at least three years of general work experience and three years of specialized experience. Education above the high school level in accredited institutions may be substituted for general experience. Additional education or certification as a Paralegal is preferred;
- A thorough understanding of legal terminology and federal and state court procedures;
- Multitasking and time management skills, with the ability to prioritize tasks;
- Proficiency with Microsoft Office Suite, Adobe Acrobat, and legal research tools such as Westlaw and LexisNexis;
- Excellent verbal and written communication skills.
- Experience with document management or litigation support software such as Trial Director, DTSearch, Eclipse, PowerPoint or CaseMap;
- Applicants must be U.S. citizens or eligible to work in and for the United States.

This position requires considerable initiative, resourcefulness, creativity and drive; excellent editing/proofreading skills and the ability to communicate and work well with others.

Preferred Qualifications: Bilingual (English/Spanish) fluency is a plus.

Duties: Paralegals provide a full range of paralegal services and litigation support to attorneys.

General duties and responsibilities include, but are not limited to:

- All aspects of case preparation and file management;
- Providing case support and analysis at varying stages of litigation;
- Writing including preparation of trial pleadings and sentencing mitigation materials, drafted effectively and written with attention to detail;
- Reviewing and analyzing discovery and case documents;
- Gathering and maintaining records;
- Organizing and maintaining voluminous discovery and electronically stored information (ESI) using a range of formats and platforms;
- Use of litigation support technology in the organization, analysis, and preparation of cases;

- Identifying subject matter experts, assisting with hiring and working with experts, and maintaining a database of experts;
- Interviewing and maintaining regular communication with clients and assisting clients with ancillary matters;
- Preparing demonstrative evidence and exhibits for pleadings, hearings, and trials;
- Assisting attorneys at hearings, trials, and sentencings using presentation software such as Trial Director and PowerPoint;
- Working with attorneys to develop and recommend appropriate strategies to meet the litigation needs and providing trial team training utilizing litigation support tools.

Selection criteria: The successful candidate must demonstrate or have a reputation for personal and professional integrity and must be committed to helping indigent accused individuals. Candidates must possess the ability to communicate effectively with clients, witnesses, colleagues, and work well with staff and court personnel.

Salary and Benefits. This position has a salary range of Grade 11 to Grade 14 in the Judicial Salary Plan effective January 12, 2026, within a range from \$74,678 - \$163,514. Salary dependent upon qualifications and experience and payable only by electronic funds transfer (direct deposit). This is a full-time position, Monday through Friday 8 am to 5 pm. with a comprehensive federal government benefits package that includes, in part: paid vacation, paid sick leave, paid holidays, life insurance, health insurance, dental and vision insurance, and participation in the Federal Employees' Retirement System.

Conditions of Employment. Appointment to the position is contingent upon the successful completion of a FBI fingerprint and background check and/or investigation. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. Employees of the Federal Public Defender are members of the judicial branch of government; are considered "at will" and can be terminated with or without cause.

Application Procedure. For consideration applicants must submit a cover letter; a resume, and three professional references. Please submit application materials in a single PDF by email to:

Office of the Federal Public Defender, District of Utah

Subject Line: Paralegal #2026-05

Attn: Paula Thompson, Administrative Assistant

Utx_reception@fd.org

Open Period: May 6, 2026 through May 20, 2026

The Federal Public Defender reserves the right to fill the position sooner than the closing date without prior written or other notice.

Position is subject to continued availability of funding. The Federal Public Defender is an equal opportunity employer. All applicants regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age are encouraged to apply.