

# Federal Defender Supreme Court Project

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## Position Announcement 26-02 Paralegal

**About the Project:** The new Federal Defender Supreme Court Project (SCP) is an institutional resource devoted to Supreme Court litigation. Federal public and community defenders, together with attorneys appointed under the Criminal Justice Act (CJA), represent numerous indigent criminal defendants before the Supreme Court each term. Recognizing that Supreme Court litigation is a unique and highly specialized area, the defender community seeks to staff SCP with individuals who can help improve the representation of indigent defendants at the Supreme Court.

**About the Position:** The paralegal will work with SCP attorneys to support all aspects of the Project's work. The paralegal responsibilities may include assisting with preparation, review, filing, and service of briefs, appendices, and other submissions; maintaining familiarity with Supreme Court rules and procedures; and tracking briefing schedules, deadlines, and case developments. The paralegal may also assist the Project as it develops training materials and litigation resources for the defender community and perform other related duties as assigned. The paralegal will work under the supervision of SCP attorneys and in coordination with appointed counsel as necessary.

### Qualifications:

- Bachelor's degree;
- Strong written and verbal communication skills;
- Excellent attention to detail;
- Strong organizational skills;
- Professional demeanor and strong work ethic;
- Ability to work remotely and collaboratively;
- Experience with or interest in learning about Supreme Court procedures and practices; and
- Strong computer skills, including proficiency in Microsoft Office applications and Adobe Acrobat.

Candidates must be authorized to work in the United States. The physical demands of the position are those required to successfully perform the duties described above. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

Although the position is remote, preference may be given to applicants who live

near or are willing to relocate or travel regularly to the Washington, D.C. area. Some travel may be required.

**Salary and Benefits:** For administrative purposes, the paralegal will be hired as an employee of the Office of the Federal Public Defender for the Eastern District of Virginia. Starting salary will be commensurate with the experience and qualifications of the applicant within a range from \$74,678-\$163,514.<sup>1</sup> The position offers federal employment benefits that include paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (401k). Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply:** Applicants should submit a single PDF containing a cover letter of interest, a resume, and a list of three references. Applicants who have not previously been employed by the federal judiciary should also include in the PDF a completed AO78 Application for Judicial Employment, available at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>. Please email your application package to [FPDedva\\_hiring@fd.org](mailto:FPDedva_hiring@fd.org) with the position number and title in the subject line. Applications will be considered on a rolling basis with preference given to applications submitted by June 12. Incomplete applications, or those not adhering to the application instructions, will not be considered.

The position is “at-will” employment in the excepted service and does not carry the tenure rights of the competitive civil service. The final candidate will undergo a background investigation and employment is conditional upon completion with satisfactory determination. This position is subject to the availability of funds. All responses will remain confidential. More than one position may be filled from this announcement.

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<sup>1</sup> Salary range may be adjusted depending upon locality.