

**FEDERAL COMMUNITY DEFENDER OFFICE  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

DEFENDER ASSOCIATION OF PHILADELPHIA  
FEDERAL COURT DIVISION

**LISA EVANS LEWIS**  
Chief Federal Defender

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**JENNIFER CHICCARINO**  
First Assistant

**JOB ANNOUNCEMENT  
PARALEGAL**

**TRIAL UNIT**

At Least One Position  
Posting Date: April 1, 2026  
Closing Date: When Filled

The Federal Community Defender Office for the Eastern District of Pennsylvania has at least one opening for a Paralegal. This is a full-time position which will support teams in the Traditional Trial Unit including the Capital Trial Unit. The Trial Unit represents indigent persons charged with federal crimes in the U.S. District Court for the Eastern District of Pennsylvania, which encompasses nine counties in southeastern Pennsylvania. Our federal district has courthouses in Philadelphia, Allentown, Reading, and Easton. Our Capital Trial Unit represents person charged with Capital eligible offenses in U.S. District courts throughout the United States.

Philadelphia, one of America's most preeminent historical cities, is rich in culture, entertainment, and history. Our office is in Philadelphia's Center City district, in the historic Curtis building, close to the federal courthouse and across from Independence Mall, the Liberty Bell and Washington Square Park.

**Requirements.** To qualify for the position of paralegal, candidates must have a bachelor's degree from an accredited college or university or have a paralegal certificate from an accredited paralegal program. *Candidates must also possess:*

- a strong legal, administrative, or paralegal background.
- excellent organization, communication, and administrative skills.
- computer proficiency with Microsoft Office Suite, Adobe Acrobat, Excel, word processing, legal research tools using Westlaw and Lexis, and database coding, search, and maintenance.
- excellent command of English grammar and spelling.
- three to five years of relevant experience, preferably managing complex litigation and/or voluminous case files.
- experience as a paralegal performing progressively responsible paralegal duties.
- Fluency in Spanish is a plus.

**Duties.** The paralegal performs legal and administrative duties using legal terminology, procedures, and documents that include researching legal issues, drafting motions and orders, and maintaining electronic case files and databases. Paralegals support the assistant federal defenders by performing duties that include assisting with case file management, gathering, organizing, summarizing, and indexing of electronic and paper documents and other discovery materials. Paralegals also assist attorneys at hearings and trials; with client contact; with expert and witness interviews; with litigation support services using advanced software programs; and other duties as assigned.

**Selection Criteria.** The successful candidate will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law, procedure, and evidence. Prior federal court litigation experience is preferred. Employment is subject to a satisfactory background investigation, including but not limited to a criminal record check.

**Salary and Benefits.** The starting salary of a paralegal will be commensurate with the experience and qualifications of the applicant, within a range from JSP-11, Step 1, to JSP-14, Step 1, and currently yielding \$82,289 to \$138,595 per annum.

**How to Apply.** Interested applicants should apply at [Federal Community Defender Careers](#). The application must include a cover letter of interest, a résumé, three references, and representative writing sample. Candidates will be interviewed on a rolling basis until the position is filled. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office for the Eastern District of Pennsylvania is an equal opportunity employer. We are dedicated to promoting a professional work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. All qualified applicants are encouraged to apply.