



OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
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HEATHER E. WILLIAMS
Federal Defender

JEROME PRICE
Chief Assistant Defender

POSITION ANNOUNCEMENT #22-008
ASSISTANT PARALEGAL

The Office of the Federal Defender for the Eastern District of California is now accepting applications for a full-time **Assistant Paralegal** position for its Sacramento Office. The Office of the Federal Defender operates under the Criminal Justice Act, 18 U.S.C. § 3006A, representing indigent persons in federal criminal cases and related court matters.

Our Assistant Paralegals are integral to our clients' legal representation and to our entire office's function. Duties include, but are not limited to: general case preparation; client case file maintenance and organization; participating in case management functions including tracking time spent; coordinating and providing information to client, client's families, experts, and witnesses; calendaring hearings and pleading deadlines; interacting with other court agencies; assisting in court trial and appellate pleading preparation, filing, and court hearings; and ordering documents and other records. Our Assistant Paralegals also backup telephone and reception duties and are responsible for other legal assistant and administrative tasks as needed.

Our ideal candidate can multi-task in a fast-paced environment; prioritize assignments; effectively communicate with co-workers, outside agencies, court personnel, and the public (including clients and client families); has a demonstrated work history of dependability, initiative, and responsibility; is a team player; is familiar with electronic court filing systems; and has an interest in indigent criminal defense and compassion for our work and clients. Applicants must possess strong technology skills and be eager to learn and master new software. This position requires proficiency with Microsoft Word. Experience with Microsoft Excel and Adobe Acrobat Professional is preferred.

Candidates must have at least a high school diploma and three years of general experience, as well as a minimum of two years of Legal Assistant or paralegal type of specialized experience. Some higher education may be substituted for experience. Candidates must have good oral and written communication skills and strong interpersonal skills. The position requires familiarity with legal terminology, court procedures, and court rules. Candidates must be a U.S. citizen or a permanent resident in the process of applying for citizenship. The selected candidate will be subject to a background check as a condition of employment.

This is a full-time permanent position with federal salary based on qualifications and general and specific experience. Starting salary currently yielding from a JS-5/1 \$39,569 to a JS-9/1 \$59,954. Federal government benefits apply, including health, life, and long-

term care insurances, retirement benefits, thrift savings program, and flexible spending accounts. Direct deposit of pay required.

Spanish language proficiency, both written and verbal, is very strongly preferred.

Position announced on 9/8/2022 and is open until filled, with preference given to applications received by 9/22/2022. Applicants will be notified before any communication with listed references.

To apply, please submit as a single Adobe pdf file a cover letter, résumé, three references, a brief writing sample (letter or memo), and a completed *Application for Judicial Branch Employment* form (AO78), http://www.cae-fpd.org/AO_78.pdf, to the following email: cae_hr@fd.org

The Office of the Federal Defender is an equal opportunity employer. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

Applicants will need to be up-to-date on their COVID vaccinations (per the Centers for Disease Control's definition of "up to date," <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>) by their start date, with proof provided.