OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
801 I Street, 3rd Floor
Sacramento, California 95814-2510

HEATHER E. WILLIAMS
Federal Defender

BENJAMIN D. GALLOWAY
Chief Assistant Defender

Position Announcement No. 20-004

Position: **Assistant Paralegal** Location: Sacramento, CA

Posted: 2/4/2020. Position open until filled, with preference given to applications received by 2/18/2020.

Who We Are
The Federal Defender's Office, Eastern District of California is home to a dedicated team of attorneys, investigators, paralegals, assistant paralegals, and administration who share a commitment to excellence and a passion for justice in representing indigent people accused in federal criminal cases and related matters in the federal courts. Skilled collaboration, strategic litigation, compassionate representation, and unique approaches to issues affecting our clients are among the values reflected in our Office.

The Job
Assistant Paralegals handle vital litigation tasks, including: general case preparation, case file maintenance, coordinating experts and witnesses, client communication, calendar and docket control, assistance in preparing and filing legal briefs, and interacting with the court and federal agencies. Responsibilities also include backup telephone and reception assistance, and other administrative tasks as needed.

Our Ideal Candidate
Our ideal candidate has strong communication skills, works well in teams, is an effective organizer, has an eye for detail, and demonstrates compassion for our clients and our work. You must have at least a high school diploma though a college degree is preferred, prior legal assistant or paralegal experience, and experience with MS Word. Strong technology skills are a must. Experience with Excel, PowerPoint, OneNote, Adobe Acrobat Professional, CaseMap, Lexis, and Westlaw is a plus, as is other language proficiency, especially Spanish. The Federal Defender strives for staff diversity, encouraging women, minorities, individuals with disabilities, and veterans to apply.

Salary and Benefits
This is a full-time permanent position. Federal government benefits apply, including retirement; health, life and long-term insurances; a thrift savings program; and flexible spending accounts. Direct deposit of pay required. Federal Defender employees are considered "at-will" and are not covered by the Civil Service Reform Act. Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Selected candidate will be subject to background check as an employment condition.

How to Apply
Email your cover letter, résumé, three references, and a completed *Application for Judicial Branch Employment* form (AO78) at http://www.cae-fpd.org/AO_78.pdf, to cae_hr@fd.org. Applicants will be notified before any communication with listed references.

The Office of the Federal Defender is an equal opportunity employer. We encourage all qualified applicants - without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law - to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.