

**FEDERAL PUBLIC DEFENDER**  
NORTHERN DISTRICT OF CALIFORNIA

**POSITION ANNOUNCEMENT**

**PARALEGAL**

The Federal Public Defender for the Northern District of California is accepting applications for the position of Paralegal, to be stationed in San Francisco. The Federal Public Defender operates under the authority of the federal Criminal Justice Act, to provide federal criminal defense services by court appointment to individuals unable to afford counsel. A full description of the Defender's office and its work can be found at [www.ndcalfpd.org](http://www.ndcalfpd.org).

Duties for this position include providing case management support on complex cases; assistance in the development and presentation of evidence in court proceedings; some field investigation; and litigation support at evidentiary hearings and trials.

Applicants must possess strong analytical abilities, with experience in the organization, review, analysis and presentation of complex cases or cases with extensive discovery. Computer experience is required, and proficiency in litigation support and case management software is strongly encouraged. Applicants should demonstrate good interpersonal skills as well as oral and written communication skills. Criminal defense work, federal court experience, and trial preparation experience is helpful but not required.

To qualify, the applicant should have a college degree and/or paralegal certificate and two years of paralegal or equivalent experience.

Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary.

Applications will be accepted online at:

<https://www.123contactform.com/form-333059/Job-Application-Form>

In addition to the information requested at this site, please prepare and upload a .pdf application packet. This packet should include in a single .pdf file:

- A face sheet, with your last name, first name, and employer in very large font;
- A cover letter;
- Your resume;
- A writing sample.

Please name the .pdf file: Last name,First name.pdf

Applications will be accepted through June 29, 2012.

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.  
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.