



OFFICE OF THE
FEDERAL DEFENDER
District of Minnesota

POSITION ANNOUNCEMENT
ASSISTANT PARALEGAL

The Office of the Federal Defender for the District of Minnesota is accepting applications for the position of Assistant Paralegal. The Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the federal court to individuals unable to afford counsel.

Duties:

Responsibilities include: provide support to Assistant Federal Defenders, maintain attorneys' calendars of court hearings and filing deadlines, assist in preparing legal documents, file documents electronically, maintain attorneys' case files, electronic management of discovery, assist with litigation support services, make travel arrangements, process incoming mail, answer telephone calls and other related duties as assigned.

Experience:

Preferred applicants will have either a Bachelor's Degree, an Associate's Degree, a Paralegal Certificate or be a Certified Paralegal. Applicants without at least one of these qualifications will be considered if they have at least 3+ years of experience working in a law office. Experience in criminal law is preferred but not required. A commitment to equal justice for all people is required.

Skills:

Applicants must possess excellent interpersonal and communication skills and be comfortable working with clients and colleagues from diverse backgrounds and communities. It is also required that the applicant be able to work independently and as part of a team. Strong organizational skills and the ability to multitask and prioritize are all necessary qualifications. Proficiency in word processing (Word) is a must and familiarity with legal terminology is a plus.

Hours: 8:30 - 5:00, Monday - Friday

Salary:

Starting salary commensurate with qualifications and experience.

Salary range: JSP, Grade 9/1 (\$65,269) to 9/10 (\$84,848). Starting salary DOQ.

Position is full-time with benefits. The position is in the excepted service and is not covered by the Civil Service Reform Act. Direct deposit is mandatory. Selected candidate should be US Citizen and will be subject to a background check as a condition of employment.

Apply: Open Until Filled

To apply send a letter describing your interest in this position, along with your resume and three references to: Sandy Krattley, Administrative Officer, sandy_krattley@fd.org
Suite 107, U.S. Courthouse, 300 South Fourth Street, Minneapolis, MN 55415

Equal Opportunity Employer