



OFFICE OF THE  
**FEDERAL DEFENDER**  
District of Minnesota

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POSITION ANNOUNCEMENT  
**ASSISTANT PARALEGAL**

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The Office of the Federal Defender for the District of Minnesota represents persons charged with criminal offenses in federal court who are unable to afford private counsel. We provide exceptional, client-centered representation through a multi-disciplinary team-based approach. Our attorneys, investigators, assistant paralegals, mitigation specialist and administrative professionals, work collaboratively to pursue the best possible outcome for every client.

**Duties:**

Our Assistant Paralegals are integral to our office's success and perform a wide range of duties. These duties include but are not limited to: providing support to Assistant Federal Defenders, maintaining attorneys' calendars of court hearings and filing deadlines, assisting in preparing legal documents, filing documents electronically, maintaining case files, electronic management of discovery, assisting with litigation support services, making travel arrangements, processing incoming mail, answering telephone calls and other duties as assigned. Because this position is stationed at the front desk, this Assistant Paralegal is responsible for managing incoming telephone calls for a set portion of the day while still performing other duties.

**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 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. Strong organizational skills and the ability to multitask and prioritize are all necessary qualifications. Attention to detail, the ability to work independently and work as part of a team, are all important assets for this position. Experience with word processing (Microsoft 365 Suite), legal research and litigation support software is preferred but not required.

**Hours:** 8:30 – 5:00, Monday – Friday

**Salary and Benefits:**

Salary will be based on qualifications and years of general and relevant specific experience. Starting salary: JSP 9-1 (\$67,290) or higher depending upon qualifications.

Position is full-time and benefits include health insurance, life insurance, paid federal holidays, sick leave, annual leave, Thrift Savings Plan (which matches up to 5% of employee contributions) and eligibility for the Federal Employees Retirement System. The position is in the excepted service and is not covered by the Civil Service Reform Act. Direct deposit of pay is required. A background check is a condition of employment. In line with current appropriations law, applicants must be citizens of the United States or permanent residents seeking citizenship: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary> .

**Apply: Open Until Filled.**

To apply send a letter describing your interest in this position, along with your resume and contact information for three references in a single PDF document with the subject line of “Assistant Paralegal” to: Sandy Krattley, Administrative Officer at: [sandy\\_krattley@fd.org](mailto:sandy_krattley@fd.org)

Position is open until filled. Applicants will be notified before any communication with listed references.

*Our Office has a Commitment to Fair Hiring and is an Equal Opportunity Employer*