

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT - PARALEGAL

The Federal Defenders of San Diego, Inc., (FSDSI) has an opening for a full-time paralegal in our San Diego office. FSDSI is the Community Defender Organization for the Southern District of California (San Diego and Imperial Counties). FSDSI operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. FSDSI is a private, non-profit corporation and not civil service or federal employers.

Position Description – The Paralegal provides support services to staff attorneys. Duties of the paralegal include, but are not limited to, all aspects of case preparation and file management; gathering, organizing, summarizing and indexing of electronic and paper documents and discovery material; assisting with client contact; assisting attorneys at hearings and trials; and litigation support services using advanced software programs. This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communication skills. Applicants must be flexible and willing to assist attorneys in crisis situations and also work with the attorneys in all aspects of case presentations and correspondence.

Qualifications – To qualify a person must be a high school graduate or equivalent and have at least three years of general experience and three years of specialized experience; some higher education may be substituted for specialized experience. Bachelor's degree preferred. Personal-computer, advanced word processing skills, and law-office experience are required. Law office experience in a criminal defense firm preferred. Computer literacy and experience with Word, Adobe Acrobat, Microsoft Excel, CaseMap, Westlaw and Lexis is required, use of PowerPoint, Trial Director, and Summation is preferred. The applicant must demonstrate the ability to handle multiple projects; exercise good judgment and have good communication skills.

Salary and Benefits – The starting salary for the paralegal position will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP 11, Step 1, to JSP 14, Step 1, and currently yielding \$66,447 to \$111,915 per annum. The position does include employee benefits including health and life insurance, pension. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds. U.S. Citizenship is required. Employment is subject to a satisfactory background investigation. All education, experience, training and certifications will be verified.

How to Apply- Qualified persons may apply by sending a letter of interest, resume and three references in pdf format to: **employment@fdsdi.com**

Federal Defenders of San Diego, Inc. is an equal opportunity employer.

Position Announced: July 14, 2017; open until filled.