



FEDERAL PUBLIC DEFENDER  
CENTRAL DISTRICT OF ILLINOIS

**POSITION ANNOUNCEMENT - PARALEGAL**

Posted: August 8, 2017

Application deadline: August 16, 2017

The Federal Public Defender for the Central District of Illinois is accepting applications for the position of Paralegal based in the Springfield office and also supporting attorneys in Peoria, Rock Island, and Urbana. The Federal Public Defender's Office operates under the 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 court to individuals unable to afford counsel.

**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.

**Requirements and 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, 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.** This full-time position is in the excepted service and offers full federal benefits (subject to the terms of the benefit packages), including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and sick leave, and paid holidays. Direct deposit is required for payment of compensation for employees. The successful candidate will be subject to a general background check as a condition of employment. Position will remain open until filled and is subject to the availability of funding. Starting salary will be commensurate with experience with a range from JSP (Judiciary Salary Plan) Grade 11, Step 1 to JSP Grade 14, Step 1 (currently \$60,210 to \$101,409 per annum).

**Application Information.** Qualified applicants should send a letter of interest, a current and detailed resume, the names and contact information for three work references who may be contacted, and a completed AO78 application to:

**[ilchr@fd.org](mailto:ilchr@fd.org)**

The Federal Public Defender for the Central District of Illinois is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Costs associated with interviewing and relocation will not be reimbursed. **No telephone inquiries please.**