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## POSITION ANNOUNCEMENT # 2018-02-TPARA

### PARALEGAL- Pittsburgh, PA

ANNOUNCED: January 3, 2018

CLOSES: January 19, 2018

The Federal Public Defender for the Western District of Pennsylvania is accepting applications for the position of Paralegal, to be stationed in Pittsburgh. The Office is responsible for representing indigent persons charged with criminal offenses in the United States District Court under the authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A. The Paralegal will primarily be stationed in the Pittsburgh Office Appeals Unit, but may also provide assistance to the Trial Unit as needed in the Pittsburgh, Erie and Johnstown divisions of the District.

**Responsibilities.** The Paralegal will assist in all aspects of case preparation including: calculating deadlines and maintaining a deadline calendar; managing and maintaining paper and digital case files; formatting and proofreading appellate briefs and related motions; creating Tables of Contents and Tables of Authorities; filing motions and briefs using the federal court CM/ECF system; gathering, organizing, and assembling appendices; communicating professionally with clients, families, the court, and other institutions to arrange phone calls. Duties include collecting and organizing documents, filing, photocopying, scanning/OCRing, and binding briefs. Other administrative/secretarial tasks may also be required. This position requires a working knowledge of Adobe Acrobat and Microsoft Word.

**Qualifications.** Personal computer and advanced word processing skills are required. Applicants must also have strong organizational, analytical and research skills, and have the ability to work both independently and as part of a team. Applicants must also have some experience in complex civil or criminal litigation, and be able to write clearly and communicate interrelated concepts and ideas effectively. Experience with online research databases (Lexis, Westlaw) and document management or litigation support databases (Summation, Trial Director or CaseMap) is preferred. A Paralegal Certificate, a Bachelor's degree or an Associate's degree in Paralegal Studies from an accredited school is required. Attention to detail, meticulous time & record-keeping and excellent communication and interpersonal skills are essential. Candidates should have a working knowledge of legal terminology and court procedures.

**Salary and Benefits.** The starting salary for the position will be set commensurate with the experience and qualifications of the applicant within the range of \$51,905-89,506. To qualify for entry level, a person must have at least three years of *general* experience and two years of *specialized* experience; some education may be substituted for experience. The successful candidate will be subject to a background check as a condition of employment. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for payment of net pay. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include ten paid holidays, a generous vacation package and retirement, as well as optional participation in: medical and life insurance programs, the Thrift Savings Plan (traditional and/or Roth accounts), supplemental dental and vision programs, long-term care, pre-tax health, dependent care, medical care and commuter reimbursement accounts, and Credit Union membership eligibility.

**Application Information.** Qualified persons are encouraged to apply by forwarding a letter of interest and résumé in one Adobe Acrobat document to: [paw\\_employment@fd.org](mailto:paw_employment@fd.org), and reference "2018-02-TPARA" in the subject line.

*This Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.  
One or more positions may be filled from this announcement. No telephone calls, please.*