

**POSITION ANNOUNCEMENT
ASSISTANT PARALEGAL - TERMED**

The Federal Public Defender, Northern District of California is accepting applications for the position of a full-time Assistant Paralegal in the San Francisco office.

The term for this position will be from date of hire until September 31, 2020.

The Defender operates under the authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services in federal criminal cases. More information about the office may be found at www.ndcalfpd.org.

The Assistant Paralegal will provide assistance in the representation of indigent clients in federal criminal proceedings. The Assistant Paralegal will directly assist the Chief Assistant Federal Public Defender, and other attorneys in the office, in the management of cases, filing of pleadings and Ninth Circuit briefs, and will help manage and organize discovery productions. The position will help supported attorneys draft and finalize pleadings and other documents in Word 2016, and will provide other word processing support. The Assistant Paralegal will also draft and submit funding requests on behalf of supported attorneys, will assist in travel arrangements and in scheduling visits for incarcerated clients, and will procure interpreter assistance for attorneys and legal staff. Other duties will include telephone and Reception assistance, and other Legal Assistant and administrative tasks as needed.

Administrative responsibilities associated with support of the Chief Assistant Federal Public Defender include preparation of reporting and audit materials, providing back-up support for the assignment of conflict cases to Criminal Justice Act panel attorneys, and a wide range of other administrative tasks.

Applicants must be adept at the use of technology, and must be eager to learn and master new software. Demonstrated expertise and experience with Word 2013 or 2016 is required. Experience with Excel 2013 or 2016 and Adobe Acrobat Professional is preferred.

Candidates must have at least a high school diploma, as well as prior Legal Assistant or paralegal experience. Candidates must have good oral and written communication skills and strong interpersonal skills. Candidates should be familiar with general legal terminology, court procedures and court rules.

Applicants must be able to work well with others, and must be committed to working with and on behalf of the Office's indigent clients.

The position requires physical activity; applicants must be able to lift and file banker's boxes of legal files and move boxes of case files or supplies.

To qualify for this position applicants must have a high school degree or the equivalent.

Federal salary for this position will be based on qualifications and experience. Federal government benefits apply. Direct deposit of pay required. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

This position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon satisfactory completion of the required investigation.

Application Packets must include the following:

- A brief cover letter;
- A résumé;
- At least three employment references.

Applications will only be accepted through this web portal:

<https://www.123formbuilder.com/form-3440138/Assistant-Paralegal-SF-I-2018>

Application will not be accepted via fax or mail.

The position will remain open until filled.

The Federal Public Defender is an Equal Opportunity Employer