

**Federal Public Defender Office  
Middle District of Florida**

**Position Title: Paralegal, #2017-008**

**Duty Station: Jacksonville, Florida**

**Grade / Salary Range: Grade 11- 14 \$60,210 -\$131,833 (Salary Commensurate with Experience)**

**Qualifications:** Applicants must be comfortable handling extensive documentation and should be skilled in interpersonal relations and organizing various data involved in a very busy law office with a heavy caseload. Broad familiarity with computer programs and/or systems (including Word, Adobe, Case Map, Power Point, Trial Director, Excel, Summation, etc.), computer hardware and software, and familiarity with using the Internet as well as experience in **electronic evidence** organization, research and review abilities is highly desirable. **Preference will be given to individuals with previous paralegal, litigation support, substantial fraud investigations and courtroom litigation support background.** This position may also require experience in supporting Federal criminal cases with heavy emphasis on organizing mental health and other mitigation data for trial, sentencing and the appellate process

**Additional Experience and Proven Skill in the following areas:**

1. Providing litigation support during trial and various court proceedings, including the development of demonstrative exhibits;
2. Experience as a paralegal performing progressively responsible paralegal duties;
3. Knowledge of the Federal criminal justice system and related agencies preferred;
4. Analyzes and defines litigation support needs in individual cases; assists the litigation team with determining specific case requirements for organization, review, analysis and presentation of case materials and suggests various software tools and work flow options that can address the needs of the case;
5. To qualify for Grade Level 11, applicants must have a minimum of 3 years of generalized experience and 3 years specialized experience;
6. Willing to work long hours, weekends, and holidays as needed, as well as travel both in and out of state as required; and,
7. Performs all other duties as assigned.

**Information for Applicants:**

**Deadline** to submit an application is **Friday, December 15, 2017, 5:00 p.m. E.S.T.**

Send a PDF format of cover letter with resume, three professional references, and any examples of a summary of evidence report via email. Applicants are encouraged to submit any examples of a power point, sentencing video or electronic courtroom presentation they may have, separately on a CD via regular U.S. Mail. CD copies will not be returned. Submit applications to:

**Federal Public Defender Office  
Attn: Martha Lugo, Personnel Administrator  
martha\_lugo@fd.org**

**All emailed documents must be in PDF format. Documents emailed in Word/WP, HTML, TIFF or links to web sites will not be considered. Phone inquiries can be directed to Ms. Lugo at (813) 514-4215.**

The Federal Public Defender's office is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is based on experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation, therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Ms. Lugo at (813) 514-4215. The decision on granting reasonable accommodations will be made on a case by case basis.

**POSTING DATE: November 28, 2017 to December 15, 2017, 5:00 p.m. E.S.T.**