

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA**

**POSITION ANNOUNCEMENT
LEGAL ASSISTANT/PARALEGAL**

The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Legal Assistant/Paralegal to be stationed in the Williamsport branch office. The Federal Public Defender provides criminal defense services in the federal courts, providing highest quality legal services to those unable to afford private counsel.

Because this position may be a Legal Assistant/Paralegal hybrid, responsibilities will be varied depending on the needs of the office and the capabilities of the employee.

Legal Assistant duties would include, but are not limited to: office receptionist, answering telephone calls and greeting visitors; processing mail; maintaining attorney calendars; maintaining paper and computerized case files; drafting, editing, proofreading, and finalizing documents, including correspondence, pleadings, legal memoranda and briefs, and other legal office documents and forms.

Paralegal duties would include, but are not limited to: performing factual research; locating, collecting, and compiling court documents, medical records, and social media information, and then summarizing that material for use in court filings and proceedings; assisting in trial and evidentiary hearings by organizing, coding, and summarizing information and documents; preparing witness and document lists; organizing paper and computerized case files.

REQUIREMENTS AND QUALIFICATIONS: Applicants must be committed to equal justice under the law and devoted to zealous representation of the indigent. This position requires keen attention to detail, and excellent proofreading, organizational, and time management skills. The successful candidate will be a team player with a commitment to excellence and the ability to produce quality work under pressure, and who will perform duties cooperatively and according to office policies and procedures. Minimum 3 years legal assistant experience; high school graduate or the equivalent; must have working knowledge of law office operations, legal practices, and computer proficiency in MS Office (Word, PowerPoint, Excel) and Adobe Acrobat. Spanish fluency is not required, but is highly preferred.

SALARY AND BENEFITS: This is a full-time position with federal salary and benefits based on qualifications and years of experience, consistent with federal guidelines and regulations. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay. Employees of the Federal Defender are members of the judicial branch of government; they are considered "at will" and are not covered by the Civil Service Reform Act. Selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY: Interested qualified persons should apply by forwarding a letter of interest and resume to:

Federal Public Defender's Office
Attention: Legal Assistant/Paralegal
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

Position opened until filled. Priority will be given to applications received by March 19, 2018.

No telephone calls or e-mails please.

The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.