

POSITION ANNOUNCEMENT 18-11

Temporary (Year and a day) ASSISTANT PARALEGAL

Office of the Federal Public Defender
Western District of Texas (Austin)

THE FEDERAL PUBLIC DEFENDER, Western District of Texas, is accepting applications for the position of an assistant paralegal to be stationed in the Austin office. The Federal Public Defender operates under 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.

Requirements. To be considered for an assistant paralegal position, a person must be a high school graduate, and have at least two years of paralegal or comparable experience, or an educational substitute. A bachelor's degree is preferred. *Candidates must also possess:*

- a working knowledge of law office operations, legal practices, methods and techniques, and mental health issues;
- experience in internet research, including collection and use of social media information;
- an understanding of paralegal and secretarial duties in a legal environment;
- the skill and judgment in the analysis of assignments;
- a general understanding of office confidentiality issues, such as attorney/client privilege;
- an understanding of criminal law, criminal procedure, and evidence, as well as sentencing and sentencing mitigation;
- experience as a paralegal performing progressively responsible paralegal duties;
- the skills and ability to execute the duties of the position;
- the ability to work collegially; and
- integrity, character, and good judgment.

Duties. The assistant paralegal performs legal duties using legal terminology, procedures, and documents that include cite checking, motion and order drafting in criminal cases, and maintenance of electronic case files and databases. The assistant paralegal will assist the attorneys, paralegals, and mitigation specialists in the daily activities of the office, performing duties that include:

- case file management; gathering, organizing, summarizing and indexing of electronic and paper documents and other discovery materials;
- litigation support services using advanced software programs;
- assisting attorneys in coordinating and integrating a client's life history ;
- gathering and analyzing documentary records of the client, family members, and other relevant third parties;
- using electronic databases, such as Westlaw and Lexis;
- seeking information from organizations and others by telephone and written correspondence;
- preparing client-related reports;
- attending court proceedings with office staff; and
- performing all other tasks as assigned.

The assistant paralegal must occasionally lift and/or move up to 25 pounds. Frequent travel to court locations and detention facilities may be required. The full position qualifications statement with position description is available upon request.

Selection Criteria. The successful candidate will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law, procedure and evidence. Prior federal court litigation experience is preferred. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.

Salary and Benefits. The starting salary of an assistant paralegal salary will be commensurate with the experience and qualifications of the applicant, within a range from JSP-5, Step 1, to JSP-7, Step 1, and currently yielding \$33,782 to \$41,845 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Persons may apply by forwarding a letter of interest (mentioning announcement number 18-11), résumé, and writing sample, along with three (3) references to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 504 Lavaca St., Suite 960, Austin, Texas 78701-2860. No electronically submitted applications will be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Victoria B. Longoria, Personnel Administrator, at (210) 472-6700. More than one position may be filled from this announcement. Position announced May 2, 2018, subject to the availability of funds; open until May 18, 2018.

Federal Public Defender is an equal-opportunity employer.