

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

District of Wyoming

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POSITION ANNOUNCEMENT
PARALEGAL – CHEYENNE, WYOMING

The Federal Public Defender, Districts of Colorado and Wyoming, seeks a full-time paralegal for the Cheyenne, Wyoming office. The office operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and prosecuted in our federal courts.

Job Description: The paralegal will provide a wide array of legal and administrative support to our staff attorneys and investigator. The office environment is team-oriented, positive, and client-centered.

Duties: Duties include, but are not limited to: communication with clients and all members of the court and legal community; management and monitoring of incoming cases; physical file management; preparation, formatting, editing and proofreading of pleadings; exhibit preparation, management and submission; subpoena preparation; witness coordination; investigation and mitigation support; preparation for motions hearings and trials; electronic filing; preparation and management of correspondence and pleadings for attorneys and investigator; management of staff calendar, meetings and telephone calls; supply management and phone backup. Other duties as assigned.

Requirements and Qualifications: To qualify for this position, a candidate must be a high school graduate or equivalent and have a minimum of three years of general experience and three years specialized experience. Proficiency in Word 2013, Excel 2013, CM/ECF, PACER and electronic case filing is required. The successful candidate must be team-oriented and client-centered, analytical and detail-oriented, able to work accurately under time pressures, have strong proofreading skills, and a proven work ethic qualified by professionalism and respect of client confidences. Experience in criminal litigation and a devotion to the defense of the poor is strongly preferred. Proficiency in Spanish is preferred, but not required.

Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Appointment is subject to a satisfactory background investigation including an FBI fingerprint check.

Salary and Benefits: This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply: Qualified individuals should submit a letter of interest and resume in .pdf format to:

Kim W. Bechard, Administrative Officer

employment@cofpd.org

Subject Reference: Paralegal Position - Cheyenne

Interviews will be conducted in person. Cost of travel must be incurred by the applicant. This position is subject to the availability of funds. **Posted March 19, 2018 - open until filled.** NO PHONE CALLS PLEASE

The Federal Public Defender is an equal opportunity employer.