

## **PARALEGAL JOB ANNOUNCEMENT**

### **Office of the Federal Public Defender Western District of Washington**

The Office of the Federal Public Defender for the Western District of Washington is accepting applications for a Paralegal position in the Seattle office. The Federal Public Defender Office is a branch of the United States Courts and operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**JOB DESCRIPTION:** The Paralegal provides a full range of paralegal services to staff attorneys. General duties include legal research and writing, case preparation, file management, drafting and reviewing legal and other related documents, and development of client information and resources. Duties will require document collection and inventory, case maintenance and preparation, contact with clients and other case-related parties, witness and exhibit coordination at hearings, preparation of hearing notebooks and exhibits, maintenance of research and information banks, utilization of all available resources including computer-assisted legal research and Internet tools, and performs all other duties as assigned.

**REQUIREMENTS AND QUALIFICATIONS:** This job requires knowledge in the following areas: criminal law, procedure, and evidence; federal court rules and procedures; legal principles, practices, methods and techniques; ability to identify and evaluate pertinent facts and regulations; case analysis skill; reasoned judgment; attention to detail; excellent customer service; high level of computer literacy; English fluency; ability to meet the physical demands of the job and work environment, and experience as a paralegal performing progressively responsible paralegal duties. Experience working with defense attorneys and clients is desirable. The successful applicant must be a high school graduate or the equivalent and must have the requisite experience of three years of general office experience and three years of specialized experience in the duties described in the above Job Description. College education from an accredited college or university may substitute for general or specialized experience depending on the level and grade point achieved.

**PHYSICAL DEMANDS AND WORK ENVIRONMENTS:** The physical demands described are representative of those required in order for an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SALARY/BENEFITS:** This position is full-time with a federal salary in the range of JS 11/1 \$55,702 - JS 14/10 \$121,957 and benefits. Employees of the Federal

Defender are considered at-will employees and are not covered by the Civil Service Reform Act. Salary is commensurate with experience and qualifications. Position is subject to mandatory electronic funds transfer (direct deposit). Position will remain open until filled. The successful candidate will be subject to a background check as a condition of employment.

**APPLICATION INFORMATION:** Applicants should send or fax a letter of interest, a current and detailed resume, and the names and contact information for two work references who may be contacted. Only qualified applicants will be considered for this position. Applications should be submitted to:

**Attn: Personnel  
Federal Public Defender  
1601 Fifth Avenue, Suite 700  
Seattle, WA 98101**

or via e-mail in word, WordPerfect or PDF format to: [personnel@wawfpd.org](mailto:personnel@wawfpd.org)

Open until filled. This position is subject to 2008 budget funding. NO  
TELEPHONE INQUIRIES OR E-MAILS

**The Federal Defender is an Equal Opportunity Employer.**

Announcement Date: 12-7-2007