

POSITION ANNOUNCEMENT

PARALEGAL

POSITION #: 2012-1-PARALEGAL
ANNOUNCED:
CLOSES: Whenever Filled

The Federal Public Defender Office for the Western District of Washington, operating under authority of the Criminal Justice Act, 18 U.S.C. 3006A to provide defense services in federal criminal matters in the federal courts, is accepting applications for a Paralegal in its' Seattle office. Applicants must have a minimum of three years of general experience plus three years of specialized experience as outlined in the attached job description. Spanish fluency is a plus. Experience in litigation support, electronic discovery management and organization is strongly preferred.

The Paralegal will provide a full range of paralegal services to staff attorneys and clientele in support of our representations of indigent defendants in federal court. These services will require computer use, excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communication skills.

The selection criteria will consider the following areas:

- a commitment to equal access to justice,
- a commitment to personal and professional integrity,
- an established capacity for timely completion of assignments and projects,
- an established capacity for independent and collaborative work.

This job is a full-time position, and is contingent on federal funding. The salary range is a JS-11, step 1 (\$61,255) to JS-14, step 10 (\$134,118) depending on qualifications, experience and education. The position is subject to mandatory Electronic Funds Transfer (direct deposit) and includes federal benefits. Employment will be considered provisional pending the successful outcome of a background fingerprint check. Further information about the office is available at <http://wawfpd.org>.

To apply, a letter of interest, a resume, and contact information for two work references must be sent by U.S. Mail to:

Thomas W. Hillier, II
Federal Public Defender
Attn: Human Resources
1601 Fifth Avenue, Suite 700
Seattle, WA 98101

NO TELEPHONE OR E-MAIL INQUIRIES PLEASE.

The Federal Public Defender is an equal opportunity employer.