

ASSISTANT PARALEGAL
Federal Public Defender for the Western District of Washington
Tacoma Office

The Federal Public Defender for the Western District of Washington is accepting applications for an Assistant Paralegal in the Tacoma office.

Job Description: The Assistant Paralegal provides paralegal support services to staff attorneys at the Tacoma office of the Federal Public Defender. General duties include assisting with the preparation and filing of pleadings, motions and briefs, correspondence and memorandum, document collection, case maintenance, file management, case management functions, maintenance of internal dockets and calendars, client contact, relief reception, and all other duties as assigned.

Requirements and Qualifications: The successful applicant must be a high school graduate or the equivalent and must have, at a minimum, three years of general office experience and one year of specialized experience in the legal field. College education from an accredited college or university can be substituted for general or specialized experience based on the amount of credits awarded. The job requires a working knowledge of law office operations, legal practice, general secretarial and paralegal skills, typing speed of 80 wpm, English fluency, attention to detail, organizational ability, computer literacy and fluency in Word and WordPerfect.

Physical Demands and Work Environments: The physical demands of this job are representative of those required of 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 federal salary (**JS 8/1 \$45,838 - JS 10/10 \$72,483**) 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, and subject to mandatory electronic funds transfer (direct deposit). A fingerprint check of the successful candidate is a condition of employment.

Application Information: Applicants should send by mail 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 sent to:

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

NO TELEPHONE INQUIRIES OR E-MAILS

Open until filled.

The Federal Defender is an Equal Opportunity Employer.