

**POSITION ANNOUNCEMENT  
PARALEGAL  
TERMED POSITION, SAN JOSE CALIFORNIA**

The Federal Public Defender for the Northern District of California is accepting applications for the position of Paralegal, to be stationed in its San Jose office. The Federal Public Defender operates under the authority of the federal Criminal Justice Act, to provide federal criminal defense services by court appointment to individuals unable to afford counsel. A full description of the Defender's office and its work can be found at [www.ndcalfpd.org](http://www.ndcalfpd.org).

The term for this position will begin on the date of hire and will continue until September 30, 2019.

In addition to traditional paralegal responsibilities, this position will also assist in investigation, including but not limited to obtaining court records, medical records, and other documentary evidence, as well as interviewing witnesses, providing declarations, and providing testimony if necessary. The position will analyze interrelated and disputed facts, recommend actions, initiate new areas for investigation, and will submit written reports as needed. The position will assist the attorney at hearings and trials by evaluating testimony, as well as coordinating witnesses and documents. He or she will also supervise the service of subpoenas and notification of witnesses. Other job responsibilities will include interviewing expert and fact witnesses, coordinating testimony, and collecting, organizing, and evaluating evidence and exhibits. Position responsibilities will also encompass all other related duties as required.

If the successful applicant is bilingual in the Spanish language, this position will also interpret incoming calls from Spanish speakers, interpret for Spanish-speaking visitors, and assist with translation of documents from Spanish to English.

**QUALIFICATIONS**

Applicants who are bilingual, and demonstrate strong oral and written fluency in the Spanish language, are strongly preferred.

Applicants must possess strong analytical abilities, with experience in the organization, review, analysis and presentation of complex cases or cases with extensive discovery. Applicants should demonstrate good interpersonal skills as well as excellent oral and written communication skills. Demonstrated experience with criminal defense investigation strongly preferred. Experience assisting with the defense of criminal cases, working with federal indigent defendants, and court experience and trial preparation experience is preferred.

## **REQUIREMENTS**

Applicants must:

- Have earned a college degree;
- In addition, applicants must have three years of general experience and three years of specialized experience.(Education experience may substitute for some of the requirements)
- Have demonstrated expertise with Microsoft Word 2013 or 2016;
- Be adept and comfortable with technology, and eager to learn new software systems;
- Possess strong communication and interpersonal skills, including the ability to readily develop rapport with clients and witnesses;
- Bilingual fluency in the Spanish language strongly preferred.

This is a full-time, termed position. Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary. This position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

## **APPLICATION PROCEDURE**

Applicants should submit a letter of interest, a resume, and three references via email to Administrative Officer David Concepción, at [David\\_Concepcion@fd.org](mailto:David_Concepcion@fd.org).

The position will remain open until filled. Only applicants selected for interviews will be contacted.

**THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.**