

**POSITION ANNOUNCEMENT
ASSISTANT PARALEGAL
SAN FRANCISCO, CALIFORNIA**

The Federal Public Defender, Northern District of California is accepting applications for the position of a full-time Assistant Paralegal in the San Francisco office. The Defender operates under the authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services in federal criminal cases. More information about the office may be found at www.ndcalfpd.org.

The Assistant Paralegal will provide assistance in the representation of indigent clients in federal criminal proceedings. Duties include, but are not limited to, general case preparation, maintenance of case files, participation in case management functions, coordinating and providing information to experts and witnesses, calendar and docket control, assisting in the preparation and filing of pleadings and appeals, and document retrieval. The Assistant Paralegal will also provide telephone and reception assistance, and will be responsible for other Legal Assistant and administrative tasks as needed.

Candidates must have at least a high school diploma, as well as prior Legal Assistant or paralegal experience. Candidates must have good oral and written communication skills and strong interpersonal skills. The position requires familiarity with legal terminology, court procedures and court rules.

Applicants must possess very strong technology skills, and must be eager to learn and master new software. Demonstrated expertise and experience with Word 2013 or 2016 is required. Experience with Excel 2013 or 2016 and Adobe Acrobat Professional is preferred.

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

Experience in criminal defense, federal courts, and trial preparation is helpful but not required.

The position requires physical activity; applicants must be able to lift and file banker's boxes of legal files and move boxes of case files or supplies.

This is a full-time position. Federal salary for this position will be based on qualifications and experience. Federal government benefits are included in the composition package. Direct deposit of pay required. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

Interested applicants should prepare an application packet that includes, in this order:

- An otherwise-blank cover page that lists, in size 40 or larger font, the applicant's Last Name, First Name, and their current place of employment or employment status;
- A brief cover letter;
- A résumé;
- At least three employment references. (References will only be contacted after applicants are notified).

Materials in this application packet should be combined into a single pdf file. (Applicants will be evaluated on their correct execution of these application instructions). The file should be named, "Last Name, First Name." (For example, "Doe, Jane" or "Smith, John.")

The completed application packet (combined pdf file) should be submitted here:

<https://www.123contactform.com/form-2940533/Assistant-Paralegal-SF2017>

Applications submitted via email, fax or mail will not be considered.

Only applicants selected for interviews will be contacted.

The position will remain open until filled.

The Federal Public Defender is an Equal Opportunity Employer