

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

The Federal Public Defender, Northern District of California is accepting applications for the position of an Assistant Paralegal in its 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](http://www.ndcalfpd.org).

This is a full-time, termed position. The term will begin upon hire, and will conclude on or before September 30, 2019.

The Assistant Paralegal will provide assistance in the representation of indigent clients in federal criminal proceedings. Duties include, but are not limited to, preparation of case databases, general case preparation, preparation for trials and evidentiary hearings, litigation support at hearings and trials, coordinating and providing information to experts and witnesses, assisting in the preparation and filing of pleadings and appeals, and document retrieval.

Candidates must possess a high school diploma. A paralegal certificate and / or a college degree is strongly preferred. The candidate must have experience providing paralegal support in federal criminal cases. The position requires a thorough understanding of legal terminology and the procedures associated with federal evidentiary hearings, trials, and contested sentencing proceedings. Candidates must have strong analytical skills, and the ability to communicate clearly orally and in writing.

Candidates must have demonstrated experience with complex case management using Casemap, Timemap, and Adobe Acrobat Professional. The applicant should also have in-courtroom experience with Trial Director. Demonstrated expertise and experience with Word 2013 or 2016 is required. Experience with Excel 2013 or 2016 is also preferred.

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.

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:

- A brief cover letter;

- A résumé;
- At least three employment references. (References will only be contacted after applicants are notified).

Applicants should email their application packet to Administrative Officer David Concepción, at [David\\_Concepcion@fd.org](mailto:David_Concepcion@fd.org).

Applications submitted via 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**