

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama**

**POSITION ANNOUNCEMENT
Paralegal**

The Office of the Federal Public Defender for the Northern District of Alabama, is accepting applications for the position of Paralegal for the Huntsville office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

Paralegal job duties include, but are not limited to: performing legal research; assisting in case preparation; preparing draft motions and pleadings; coordinating case management activities with clients, witnesses and experts; providing litigation support with analysis of documents; management of discovery; managing case appeals; preparing and assisting with courtroom presentations; and general office administration.

The successful candidate must be a high school graduate or the equivalent and must have a minimum three years general or specialized experience with the representative job duties outlined above. Some higher education may be substituted for general experience. Applicants must be familiar with computer and word processing applications, possess excellent skills in prioritization and organization, the ability to work independently and cooperatively, outstanding communications skills, and the ability to assist attorneys in crisis situations. Travel to court locations and detention facilities throughout the Northern District of Alabama is required. Applicants must be a U.S. citizen or eligible to work in the United States.

This position is full-time with federal salary and benefits. Based upon experience and qualifications, the starting salary range is between \$64,125 - \$91,396. Employees of the Federal Public Defender are members of the judicial branch of government and are considered at-will employees. This announcement is also posted at www.aln.fd.org.

Please send a cover letter, resume and the names of three references to:

Kevin Butler
Administrative Officer
Office of the Federal Public Defender
505 20th Street North, Suite 1425
Birmingham, AL 35203
PLEASE NO TELEPHONE INQUIRIES
Application Deadline: May 20, 2019

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL
OPPORTUNITY EMPLOYER**