



**OFFICE OF THE FEDERAL DEFENDER**  
Eastern District of California  
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Fresno, California 93721  
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**HEATHER E. WILLIAMS**  
Federal Defender

**LINDA C. HARTER**  
Chief Assistant Defender

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Fresno Branch Chief

**REPOSTING**  
**POSITION ANNOUNCEMENT #15-007**  
**PARALEGAL**

The Fresno Branch of the Office of the Federal Defender for the Eastern District of California is accepting applications for a Paralegal position. The Federal Defender represents indigent persons charged with or investigations related to federal crimes occurring in the Eastern District of California, with cases in the United States District Court and at the United States Court of Appeals for the Ninth Circuit.

Applicants are expected to possess research skills, including knowledge of a variety of computerized databases (e.g. LEXIS, Westlaw); computer proficiency in MS Office (Word, PowerPoint, Excel) and Adobe Acrobat PRO, and including knowledge of various organizational programs (e.g., CaseMap, Summation, Trial Director); knowledge of basic legal concepts, terminology, and format of documents; must possess the ability to work as part of a team in a fast-paced environment; communicate effectively both orally and in writing; be accurate and attentive to detail; compose correspondence independently; and organize work, set priorities and meet critical deadlines. **In addition, we are looking for applicants with a background in social work in the Fresno area to assist attorneys with client needs for pretrial release and sentencing.** May require working holiday, evening, and weekend hours and may require travel, as needed.

To qualify for the Paralegal position a person must be a high school graduate or the equivalent and must have the minimum of three years specialized experience. **Bachelor's Degree in social work or equivalent work is preferred.** Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Selected candidate will be subject to a background check as condition of employment.

This is a full-time permanent position with federal salary based on qualifications and experience currently yielding from JSP-11/1 (\$58,562) to JSP-14/1 (\$98,633). Direct deposit of pay required. Federal government benefits apply, including retirement, health care, life and long-term insurances, thrift savings program, and flexible spending accounts. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act.

To apply, send cover letter, résumé, three references and a completed Application for Judicial Branch Employment form (AO78), [http://www.cae-fpd.org/AO\\_78.pdf](http://www.cae-fpd.org/AO_78.pdf), to:

Office of the Federal Defender  
Eastern District of California  
ATTN: PERSONNEL  
2300 Tulare Street, Suite 330  
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Position open until filled. Priority will be given to applications received by July 31, 2015.

The Office of the Federal Defender for the Eastern District of California is an equal opportunity employer. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

June 16, 2015