



OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
801 I Street, 3rd Floor
Sacramento, California 95814
(916) 498.5700 Toll Free (855) 328.8339
FAX (916) 498.5710

HEATHER E. WILLIAMS
Federal Defender

LINDA C. HARTER
Chief Assistant Defender

POSITION ANNOUNCEMENT #15-006 PARALEGAL

The Sacramento Branch of the Office of the Federal Defender for the Eastern District of California is accepting applications for a Paralegal. 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 for that District 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 Sacramento 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 (\$62,686) to JSP-14/1 (\$105,580). 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, to:

Office of the Federal Defender
Eastern District of California
ATTN: PERSONNEL
801 I Street, 3rd Floor
Sacramento, CA 95814

Position open until filled. Priority given to applications received by June 19, 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.

May 19, 2015