

FEDERAL PUBLIC DEFENDER'S OFFICE
WESTERN DISTRICT OF NEW YORK

Position Announcement
PARALEGAL – ROCHESTER OFFICE

WHO WE ARE: The Federal Public Defender's Office provides legal representation to people charged with committing federal crimes who cannot afford to hire an attorney. We vigorously defend the accused from arrest through trial and appeal, including the U.S. Supreme Court. We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. We advocate for fair and just treatment for our clients by demonstrating their humanity. We are attorneys, legal assistants, paralegals, investigators, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system.

JOB DESCRIPTION: A Paralegal in our office will provide support to three or more Assistant Federal Public Defenders. Duties include, but are not limited to: assisting in all aspects of case preparation and file management; locating, reviewing, organizing, summarizing, and indexing electronic and paper discovery, documents, and records; transcription; analyzing legal documents; preparing and proofreading letters and legal pleadings; coding and database entry; assisting with client and family contact; electronic filing and management; assisting attorneys at hearings and trials; maintaining attorney calendars; and general office duties, such as receiving and directing calls, daily court runs, and processing mail.

REQUIREMENTS: Applicants must be a high school graduate or equivalent and have at least three years of general experience and three years of specialized experience as a legal assistant or paralegal. A college degree or other higher education may be substituted for specialized experience. Criminal defense experience is preferred, but applicants must have at least a working knowledge of the criminal justice system and legal terminology.

Computer literacy and proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint), and Adobe Acrobat are required. Experience in the use of Westlaw, Lexis, Trial Director, CaseMap, Summation, dtSearch, and video conversion software is ideal. The ability to speak, read, and write Spanish is valued, but not required.

SALARY & BENEFITS: Salary Range is commensurate with experience and qualifications within the Judiciary Salary Plan (JSP), 11/1 to 14/10 (\$75,202 to \$164,659). Additional compensation includes a competitive federal benefit package with health insurance and life insurance, retirement and a Thrift Savings Plan (similar to 401K Plan with up to 5% matching).

HOW TO APPLY: Candidates shall email a **single PDF** containing a cover letter, resume, and three references to Chelsea Crowe at zzNYWml_HR1@fd.org. Applicants must also submit the AO 78 Federal Judicial Branch Application for Employment found at <https://nyw.fd.org/sites/nyw/files/vacancies/AO-78.pdf>. **Rolling interviews will be conducted.** Only those selected for an interview will be contacted.

This position is subject to the availability of funds and is open until filled. The Federal Defender Office may fill current and future positions from this vacancy announcement. Employees are considered at will and are not covered by the Civil Service Reform Act. A final offer of employment is subject to a satisfactory background investigation including name, fingerprint and IRS tax check. We are an equal opportunity employer.