

# FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

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Vacancy Announcement

Position: Paralegal in the Trial Unit – Dallas Division

Location: Dallas Division

Application Deadline: February 1, 2021

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The Federal Public Defender for the Northern District of Texas is accepting applications for a full-time paralegal in the trial unit. The trial unit represents indigent persons charged with a crime in federal court. Through an interdisciplinary team approach, we provide our clients with the highest level of legal representation challenging the charges brought against them.



*Downtown Dallas*

The Federal Public Defender's Office is an Equal Opportunity Employer that is committed to improving diversity in the legal field. It is critical to our clients' representation that the office be composed of individuals from diverse cultures and backgrounds. The nature of our work leads us to invest in recruiting colleagues who demonstrate experience with, knowledge of, and sensitivity to the needs of culturally diverse and oppressed populations.

Skilled collaboration, strategic litigation, compassionate representation, and professionalism are among the values we aim to foster. Because no single person can do this work alone, you will work with experienced lawyers, investigators, paralegals and legal assistants. The ability to work well on a team is mandatory.



*Klyde Warren Park*

**Salary and Benefits:** The position is full-time with federal benefits and salary commensurate with experience and qualifications. The starting salary for the position will fall within a range of \$69,684 to \$117,365, and is heavily dependent on prior experience. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. Appointment and retention is subject to a satisfactory background check.

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**Qualifications:** To be considered for a paralegal position, candidates must have a bachelor's degree from an accredited college or university or have a paralegal certificate from an accredited paralegal program. *Candidates must also possess:*

- a strong legal, administrative, or paralegal background;
- excellent organization, communication, and administrative skills;
- computer proficiency with word processing, email, legal research, and database maintenance, using Word and other Windows-based applications;
- excellent command of English grammar and spelling;
- the ability to work collegially; and
- integrity, character, and good judgment.

**Responsibilities:** The paralegal performs legal and administrative duties using legal terminology, procedures, and documents that include cite checking, drafting motions and orders in criminal cases, and maintain electronic case files and databases.

Paralegals assist the assistant federal public defenders in the daily activities of the office, performing duties that include assisting with case file management; gathering, organizing, summarizing and indexing of electronic and paper documents and other discovery materials. Paralegals also assist attorneys at hearings and trials; with client contact; witness interviews; provide litigation support services using advanced software programs; and other duties as assigned.

**Application Process:** To apply, email to [TXN\\_Employment@fd.org](mailto:TXN_Employment@fd.org) **in a single Adobe PDF file using the subject line "Paralegal"** the following:

- A cover letter explaining your interest in the position and your qualifications;
- A resume;
- A minimum of three references.

The single adobe PDF document should be named as follows "Paralegal, Last Name, First Name" (e.g. Paralegal, Smith, John).

**Submissions that do not follow this format will not be considered. Only applicants selected for an interview will be contacted.**