

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT**

**Paralegal**

**2016-07**

**THE FEDERAL PUBLIC DEFENDER** for the District of New Mexico is accepting applications for the position of Paralegal. This position will be located in the Albuquerque office. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court.

**Requirements:** To qualify candidate must be a high school graduate or the equivalent and have at least three (3) years of experience. Some higher education may be substituted for experience. Must be a detail-oriented person capable of handling multiple projects at once with high proficiency in Microsoft Office (Word, Excel, Power Point) and litigation support software programs such as Case Map. Applicants must be able to perform legal research using computer research programs and internet based resources. Spanish fluency preferred. This position is classified as a sensitive position. Appointment and retention is subject to a satisfactory background check to include an FBI fingerprint and name check.

**Selection Criteria:** The successful applicant will have a working knowledge of law office operations, legal practices, methods and techniques, an understanding of paralegal duties in a legal environment, and an understanding of criminal law, criminal procedure and evidence. Experience in federal criminal law is preferred.

**Duties:** The Paralegal provides support services to staff attorneys. General duties include performing legal research, drafting legal pleadings, assisting with case preparation and file management, assisting attorneys at hearings and trials, assisting with client contact, interviewing witnesses, maintaining research banks, and intensive technological litigation support. Additional duties may include analyzing legal decisions, opinions, rulings and compiling and summarizing substantive information on statutes, treaties and specific legal subjects.

**Salary and Benefits:** The starting salary is commensurate with the experience and qualifications of the applicant. The beginning pay scale ranges from JSP 11, Step 1, to JSP 14, Step 1, currently yielding \$59,256 to \$99,803 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by electronic funds transfer (direct deposit).

**How to Apply.** Persons may apply by sending **one** PDF document containing a letter of interest and resume with at least 3 references to:

Melissa Dearing, Administrative Officer

[zzNMml\\_HR@fd.org](mailto:zzNMml_HR@fd.org)

Reference **2016-07** in the subject.

**No phone calls please.**

Applications must be received by August 31<sup>st</sup>, 2016. Only those selected for an interview will be contacted.

***The Federal Public Defender is an equal-opportunity employer.***