

FEDERAL PUBLIC DEFENDER ORGANIZATION
WESTERN DISTRICT OF OKLAHOMA

**POSITION ANNOUNCEMENT - PARALEGAL - TRIAL DIVISION
OKLAHOMA CITY, OKLAHOMA**

The Office of the Federal Public Defender provides criminal defense services to people charged with federal crimes. Our office operates under the authority of the Criminal Justice Act, Title 18, United States Code, Section 3006A. We represent our clients at every stage of the process, from first appearance through petitioning the United States Supreme Court for certiorari. We are seeking a highly qualified, experienced paralegal to assist us in our work.

This is a full time position with federal benefits. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Occasional after hours may be required. Starting salary will be based on experience. This is an excepted position and is not part of the Civil Service.

Duties: The Paralegal is responsible for several aspects of case management including statistical database processing, discovery and evidence compilation, preparation of exhibits, litigation support, conventional and electronic evidence analysis and presentation, finalizing pleadings for electronic filing, and docketing. Knowledge of computerized database systems are required. Performing these duties requires proficiency in Word, WordPerfect, Adobe, Excel, and computer-based legal research and document management systems.

Additional duties include answering the telephone, processing incoming and outgoing mail, maintaining paper case files, and interacting with the public, clients, and Court personnel. Ability to work with minimal supervision in a collaborative environment and to maintain client confidentiality are essential. Our internal controls and accounting systems require participation in additional management duties by staff members.

Requirements: A college degree and/or paralegal certificate is preferred. Excellent research and writing skills are required. Law office experience in a criminal defense firm preferred. A background check and direct deposit are mandatory. Fluency in Spanish is not required, but is highly desirable.

Please send a resume with a cover letter, writing sample, and references to: Susan Otto, Federal Public Defender, 215 Dean A. McGee Avenue, Suite 109, Oklahoma City, Oklahoma 73102; or by e-mail with the reference "Paralegal Position" to zack_pan@fd.org.

Deadline: February 28, 2020. No telephone calls, please.

The Federal Public Defender Organization follows the Employee Dispute Resolution Plan of the United States Court of Appeals for the Tenth Circuit. We are an Equal Opportunity Employer.