

**FEDERAL PUBLIC DEFENDER
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

POSITION ANNOUNCEMENT

PARALEGAL

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for a full-time Criminal Defense Paralegal in its Tulsa and Muskogee offices. The paralegal will be expected to provide services for our clients charged with criminal offenses or involved in post-conviction proceedings in the United States District Courts for the Northern and Eastern Districts of Oklahoma and the United States Court of Appeals for the Tenth Circuit. This position will provide an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment.

OUR ROLE AND MISSION

The FPD is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We are appointed to represent accused persons, upon arrest, and through completion of all appeals. The FPD operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A.

The FPD aspires to create an environment of mutual respect and collaboration, and to cultivate a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. We work together to uphold every person's right to be presumed innocent and to receive a fair sentence if convicted. We provide a vigorous defense at trial and, if our client is convicted, at sentencing and on appeal. We advocate for humane sentences by developing mitigation evidence and presenting judges with fully developed views of our clients and their lives, not merely their charges.

COMMITMENT TO DIVERSITY AND EQUITY

We value diversity and a commitment to equity, and we believe better representation occurs when members of the defense team have diverse backgrounds and experiences. We seek a paralegal who shares our office's commitment to providing the best possible representation to our clients. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring to the FPD because of your background, identity, and personal experiences.

The FPD encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual orientation, education, opinions, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance. We are interested in your talent, intelligence, dedication, persistence, and desire to see all people treated fairly and respectfully, no matter the allegation or circumstance. We especially encourage applications from people of all ethnic backgrounds, people who have been affected by mass incarceration, and people from other underrepresented and historically marginalized groups.

JOB DESCRIPTION

We hope to find a paralegal who has prior experience working as a member of the defense team advocating for people accused of committing a crime. The ideal candidate should have a demonstrated desire to stand up for those with few resources, and proven ability to do so in the face of considerable power and influence. Applicants must respect the humanity of persons accused, even when the evidence against them appears strong; and must possess considerable resourcefulness, initiative, creativity, and compassion.

Paralegals provide litigation support for our clients under the direction of the case attorney, Chief Paralegal and the Federal Defender. Responsibilities include:

- providing case support at varying stages of litigation;
- organizing and maintaining voluminous discovery and electronically stored information (ESI) using a range of formats and platforms;
- reviewing and analyzing discovery and case documents;
- gathering and maintaining records;
- preparing pleadings efficiently and with attention to detail;
- identifying subject matter experts, assisting with hiring and working with experts, and maintaining a database of experts;
- maintaining regular communication with clients and assisting clients with ancillary matters;
- preparing demonstrative evidence and exhibits for pleadings, hearings, and trials;
- coordinating witnesses for hearings;
- assisting attorneys at hearings, trials and sentencings, including using presentation software Trial Director and PowerPoint;
- assisting attorneys in preparing *voir dire*, jury instructions, and trial pleadings;
- preparing appellate briefs and exhibits; and
- assisting attorneys with preparation of sentencing mitigation materials.

The successful candidate must have a minimum of three years of paralegal experience and three years of general experience. A college degree or the equivalent is preferred. We encourage applications from people who do not possess a college degree but have equivalent experience. Computer litigation support experience, and familiarity with Northern and Eastern Oklahoma are preferred. **Spanish fluency is a plus.** Essential for this position are the abilities to manage a challenging caseload, organize case materials, determine priorities, work flexible hours, a reputation for integrity, ability to work in a team environment and independently, excellent oral and written communication skills, proficiency with technology, and a valid driver's license.

The position has federal benefits and a starting salary range of \$64,649 to \$108,885 with potential for promotion. The salary will be based on education and years of relevant experience consistent with federal guidelines and regulations. This position is dependent on federal funding and subject to mandatory Electronic Funds Transfer (direct deposit). Employment will be provisional pending the successful outcome of a background fingerprint check. A prior criminal conviction is not necessarily disqualifying.

To apply, please email a letter of interest, resume and three references (including names, addresses, and telephone numbers) to Julia O'Connell, Federal Public Defender at OKNresumes@fd.org.

**MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT.
APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.**

The Federal Public Defender is an Equal Opportunity Employer