

**FEDERAL PUBLIC DEFENDER
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA
POSITION ANNOUNCEMENT - Temporary (Year and a Day)
PARALEGAL**

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for the position of Paralegal, for the office in Muskogee, Oklahoma. 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 in the federal courts.

Job Description and Qualifications: The Paralegal assists the attorneys in preparing cases for trial, sentencing hearings, and appeals. General duties include litigation support, legal research and writing, all aspects of case preparation and file management, drafting pleadings and correspondence, interviewing clients and witnesses, and developing and maintaining research banks.

The Paralegal position requires excellent legal research, writing and oral communication skills, the ability to understand and present factual and legal issues, experience in computer assisted legal research, and word processing and document organization. Applicants must have a minimum of six years experience (three years of general experience plus three years of specialized paralegal experience). Experience managing large document cases is preferable.

Salary and Benefits: Federal salary and benefits apply. Starting salary ranges from JSP 11 to 14, depending on experience. All employees are subject to mandatory electronic fund transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment. Offer of employment is subject to the availability of funds. This position is temporary and to be filled for a year and a day, with the possibility of becoming permanent.

How to Apply: To be considered for this position, qualified persons may apply by submitting a letter of interest and resume (including three personal and professional references). Applications may be submitted in either paper or electronic form to:

Julia O'Connell
Federal Public Defender
1 West 3rd Street, Suite 1225
Tulsa, OK 74103-3532
or
OKNresumes@fd.org

Applications must be received no later than 5:00 p.m. Central Time July 31, 2015.

The Federal Public Defender is an Equal Opportunity Employer