

FEDERAL PUBLIC DEFENDER'S OFFICE

WESTERN DISTRICT OF NEW YORK

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REPLY TO: BUFFALO

POSITION ANNOUNCEMENT

Full-Time Temporary Paralegal Buffalo Office

THE POSITION:

The Federal Public Defender Office for the Western District of New York is hiring a full-time temporary Paralegal for its Buffalo office not to exceed 09/30/2024.

WHAT WE DO:

The Federal Public Defender Office is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court.

We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for fair and just treatment for our clients by demonstrating their humanity.

WHO WE ARE:

We are attorneys, legal assistants, paralegals, investigators, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent.

We value diversity and a commitment to equality, and we believe better legal representation occurs when members of the defense team have diverse backgrounds and experiences. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, disability, and economic status.

WHO YOU ARE:

You are a trusted, reliable, and efficient assistant who is eager to partner with members of the defense team so the office can provide exceptional legal services. You multitask effectively, have exceptional organizational skills, and are eager to learn new systems. You are a capable user of technology and understand its utility. You see the problems, but also the solutions, and you harness creativity, dedication, and persistence to overcome the challenges. Your communication with others is based in empathy and compassion, and you

thrive in a fast-paced environment. You have high standards and want people to be treated fairly and respectfully, no matter the allegation or circumstance.

REQUIRED EXPERIENCE:

Experience working on a capital case is preferred.

Experience using Microsoft Word, Microsoft Teams, Adobe Acrobat, Excel and other technology to review, process, and organize large amounts of information. Experience with Airtable, Basecamp, Box and Casepoint is helpful.

Experience working with diverse groups of people, such as economically disadvantaged people, people with emotional or mental health challenges, and those from disenfranchised communities.

A general understanding of office confidentiality issues such as client/attorney privilege.

The ability to apply common sense understanding to carry out instructions furnished in written, oral or writing form.

The ability to analyze and apply relevant policies and procedures to office operations.

The ability to exercise good judgment in a mature and diplomatic format.

The ability to communicate orally and in writing.

A general knowledge of office practices and legal processes.

The ability to recognize and analyze problems and recommend practical solutions.

PREFERRED EXPERIENCE:

Comprehensive knowledge of of investigative principles, practices, methods, and techniques, mental health issues and capital legal system.

Understanding of criminal law, criminal procedure, and evidence.

Experience as a paralegal performing progressively responsible paralegal duties.

The skills and abilities to execute the duties of the position.

WHAT A PARALEGAL DOES:

Performs legal research utilizing all available resources including computer-assisted research tools. Drafts legal proceedings including motions and prepares requests for jury voir dire and jury instructions. Ensures completeness of documents and conformity with pertinent laws, rules, and regulations, precedents, policies, and established office requirements

Assists attorneys at hearings and trials by evaluating testimony, coordinating witnesses and documents. Supervises service of subpoenas and notification of witnesses.

Assists attorney with client contact. Informs clients of case status, court appearances and answers general inquiries according to office policy.

Interviews expert and fact witnesses and coordinates testimony. Collects, organizes and evaluates evidence and exhibits.

Compiles and maintains digests and indexes on substantive information on statutes, treaties, regulations and related subject matter.

Develops and maintains banks of substantive motions, briefs, and jury instructions. Assists other staff members with information retrieval from these sources.

Participates in case management functions and control systems such as conflicts checking, calendar and docket control. Ensures completeness and accuracy of these case control tools.

LITIGATION SUPPORT:

Apply knowledge of court rules, local practices, and the Federal Criminal Rules of Procedure in analyzing litigation support requirements.

Work with the litigation team to develop and recommend appropriate strategies to meet the litigation needs of each individual case and to determine specific requirements for discovery and third-party evidence collection, review, analysis, production, and presentation of case materials.

Work closely with the litigation team to understand substantive issues of each case so the most effective tools can be identified and used.

Develop and utilize specific procedures, tools, and techniques to ensure quality control is maintained throughout the litigation process, utilizing good project management practices that include using iterative and adaptive processes that allow for learning and correction.

Apply knowledge of various aspects of litigation support dealing with paper and e-paper, including but not limited to scanning, OCRing, logical unitization, objective coding, document review, loading files and production. Familiar with a variety of hardware including desktops, servers, laptops, printers, audio-visual devices and other equipment that is used for litigation support technology.

SALARY AND BENEFITS:

Salary is commensurate with experience and qualifications. Starting salary is JSP 11/1 at \$71,894. Additional compensation includes a highly competitive federal benefit package with health insurance and life insurance, retirement and a Thrift Savings Plan.

HOW TO APPLY:

NO PHONE CALLS PLEASE. Applicants must send a resume, a cover letter, the AO 78 Federal Judicial Branch Application for Employment http://nyw.fd.org/employment/pdfs/AO_078.pdf and three professional references in .pdf format, to Chelsea Miller at zzNYWml_HR2@fd.org. using the subject reference: Buffalo Temporary Paralegal. Applicants who apply without submitting all documents will not be considered. Rolling interviews will be conducted. This position is open until filled. All responses will remain confidential. Only those selected for an interview will be contacted. The Federal Defender Office may fill current and future positions from this vacancy announcement. We are an equal opportunity employer.