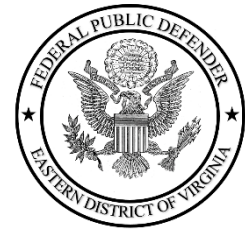


POSITION ANNOUNCEMENT 24-09

Paralegal | Norfolk, VA

Office of the Federal Public Defender
Eastern District of Virginia



The Office of the Federal Public Defender for the Eastern District of Virginia is accepting applications for a Paralegal position in our Norfolk office. Pursuant to the Criminal Justice Act, 18 U.S.C. § 3006A, the office provides legal representation to indigent defendants in federal criminal cases and related matters.

The paralegal position provides support to staff attorneys and administrative staff. General duties can include obtaining legal, medical, and educational records, assisting with case preparation and file management, answering phones and interacting with visitors to the office, managing, reviewing, and summarizing discovery, drafting legal correspondence, assisting attorneys at hearings and trials, meeting with clients and their families, litigation support, and preparing jury instructions.

Qualifications: Applicants must be authorized to work in the United States. Minimum qualifications for this position are: 1) 3 years of experience in a legal setting or the equivalent; 2) A high level of proficiency with MS Office (Word, PowerPoint) and Adobe Acrobat. The successful applicant will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law, criminal procedure and evidence. Experience in federal criminal law, with trial support duties, is preferred. Graduate level education from an accredited institution may substitute for experience.

The physical demands of the position are those required to successfully perform the duties described above. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions. The paralegal will spend most of their time in an office environment. The individual must occasionally lift and/or move up to 25 pounds. Travel will be necessary and a valid driver's license is required.

Starting Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from \$73,572 - \$161,090 (FD 11/1 – FD 14/10) per annum. The position offers federal employment benefits that include paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan and participation in the Thrift Savings Plan (401k). Salary is payable only by Electronic Funds Transfer (direct deposit). Telework and flex scheduling, consistent with court obligations and position duties, are available to all employees after an initial training period.

How to Apply: Email a single PDF containing a cover letter, resume, Application for Judicial Branch Employment (AO78), and three professional references to FPDedva_hiring@fd.org. This position will remain open until filled with preference given to those who apply by July 28, 2024. You must include the job announcement number in the subject line. For required documents or additional information, please visit the Employment Opportunities section of <https://vae.fd.org>. Only those selected for an interview will be contacted, please do not contact the office. This advertisement is subject to the FPD's staffing requirements and the availability of funding.

The position is "at-will" employment in the excepted service and does not carry the tenure rights of the competitive civil service. The final candidate will undergo an FBI background check and employment is conditional upon its completion. This position is subject to the availability of funds. All responses will remain confidential. More than one position may be filled from this announcement.

The Federal Public Defender is an equal-opportunity employer.